

**BEFORE THE BOARD OF TRUSTEES
Of Yakima Valley Libraries**

In the Matter of Holidays and Faith)
And Conscience)

RESOLUTION
#14-004

WHEREAS, there is a need to establish a policy for Holidays of Faith and Conscience to incorporate changes in Washington State Law;

WHEREAS, the Board of Trustees set policy to meet the needs of the library;

WHEREAS, Yakima Valley Libraries shall amend its personal policies to allow employees to receive up to two unpaid holidays per calendar year for “a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.”

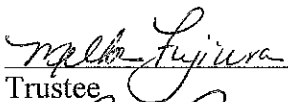
WHEREAS, employees may request time off under this law by submitting a request through the established leave request process at least two weeks in advance of the requested time off, unless the employee can demonstrate that timely notice was not possible under the circumstances. The request should include the employee’s name, the date of the days or partial days off requested, and a sufficient description of the reason for the time off so that Yakima Valley Libraries can determine whether the request is appropriate under the law. Yakima Valley Libraries may seek more information regarding the request if the information provided is insufficient to make a determination.

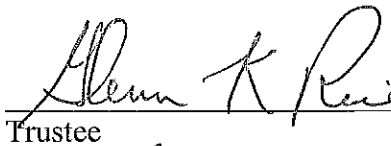
WHEREAS, Yakima Valley Libraries will normally grant or deny the request within the established process for approval of leave requests. Yakima Valley Libraries may deny the request if it was not submitted in a timely fashion, the reason for the requested leave is not appropriate under the law, the employee has already exhausted his/her allotment of days off under the law, the employee is in a public safety position, such as police, fire, or dispatch, and granting the leave would result in the shift falling below necessary staffing levels, or granting the request would cause an undue hardship.

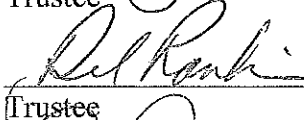
WHEREAS, a copy of the text of the new personnel policy is attached as Exhibit A.

BE IT HEREBY RESOLVED the Board of Trustees for Yakima Valley Libraries do amend the Personnel Policies to include Holidays of Faith and Conscience as written in Attachment A and effective June 1, 2014.


ADOPTED by the Board of Trustees this 19th day of May, 2014.


Trustee


Trustee


Trustee


Trustee


Trustee

**Holidays of Faith and Conscience Policy
Added to Personnel Policies
June 1, 2014**

Under Washington law all employees of Yakima Valley Libraries are entitled to up to two unpaid holidays per calendar year for “a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious holiday.”

Note that a partial day off will count as a full day toward your yearly allotment of two days. Note also that the law provides for unpaid leave, and there is no provision for substituting paid time off. If you wish to be compensated for the time off, please follow the policies for using accrued vacation leave or compensatory time or other paid time off.

If you seek to take a day off or partial day off under this law, you must submit the request to your supervisor at least two weeks in advance through the current official request process. Untimely requests will only be considered if you can demonstrate that timely notice was not possible under the circumstances.

Your request should include the following information:

- Your name
- The day(s) or partial day(s) that you are requesting off
- A sufficient description of the reason for the leave so that Yakima Valley Libraries can determine if it is properly granted
- If the request is untimely, the reason why it was not possible to submit the request in a timely manner.

Your request will be processed by your supervisor within the standard procedures. The request may be denied if:

- It was not submitted in a timely fashion, or
- The reason for the requested leave is not appropriate under the law, or
- You have already exhausted your allotment of days off under the law, or
- You are in a public safety position, such as police, fire, or dispatch, and granting the leave would result in the shift falling below necessary staffing levels, or
- Granting the request would cause an undue hardship