

RESOLUTION NO. 759

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING ITS PERSONNEL POLICIES TO PROVIDE EMPLOYEES WITH TWO DAYS OF UNPAID LEAVE FOR RELIGIOUS PURPOSES PURSUANT TO STATE SUBSTITUTE SENATE BILL 5173

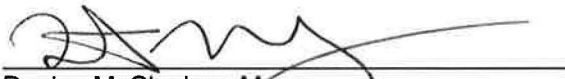
WHEREAS, the City of University Place ("City") desires to abide by the laws of the State, and more specifically, with State Substitute Senate Bill 5173 that will be in effect on June 12, 2014, providing two days of unpaid leave for "a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization."

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON AS FOLLOWS:

Section 1. Amend the City's Personnel Policies to include a section on Religious Holidays pursuant to Substitute Senate Bill 5173. The Policy amendment language attached hereto is hereby approved.

Section 2. Effective Date. This Resolution shall take effect on June 12, 2014.

ADOPTED BY THE CITY COUNCIL ON JUNE 2, 2014.


Denise McCluskey, Mayor

ATTEST:


Emelita Genetia, City Clerk

APPROVED AS TO FORM:


Steve Victor, City Attorney

ATTACHMENT TO RESOLUTION NO. 759

7.1 Holidays

Religious Holidays: Under Washington law, all employees of the City of University Place 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, please submit a written request to your department head, with a copy to human resources, at least two weeks in advance. Untimely requests will only be considered if you can demonstrate that timely notice was not possible under the circumstances. Please be sure to include a sufficient description of the reason for the leave so that the Department Head can determine if it is properly granted.

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
- Granting the request would cause an undue hardship