

1 **JEFFERSON TRANSIT AUTHORITY**
2 **RESOLUTION 14-16:**
3 **Unpaid Holidays for Reasons of Faith or Conscience**

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6 **A RESOLUTION** of the Board of Directors of the Jefferson County Public
7 *Transportation Benefit Area, hereinafter called the "Authority", in accordance with SSB*
8 *5173 which amends RCW 1.16.050 and 28A.225.010; adding a new section to*
9 *3 chapter 28B.10 RCW; and adding a new section to chapter 28C.18 RCW, effective*
10 *June 12, 2014, Jefferson Transit shall establish a process to allow employees to receive*
11 *up to two (2) unpaid holidays per year for reason of "Faith or Conscience"; or an*
12 *organized activity conducted under the auspices of a religious denomination, church, or*
13 *religious organization; and*
14

15 **WHEREAS**, employees may request time off under this state law referenced
16 above by submitting a written request to their Department Head, with a copy to the
17 Human Resource Manager, at least two weeks in advance of the requested time off,
18 unless the employee can demonstrate that timely notice was not possible under the
19 circumstances. The written request should include the employee's name, the date of
20 the days requested, and a sufficient description of the reason for the time off so that a
21 determination can be made as to whether the request is appropriate under the law.
22

23 **WHEREAS**, Jefferson Transit may deny the request if it is not submitted in a
24 timely fashion, the reason for the requested leave is not appropriate under the state law
25 referenced above, the employee has already exhausted his/her allotment of days off
26 under the law, the employee is in a public safety position, such as police, fire, or
27 dispatch, and granting the leave would result in the shift falling below necessary staffing
28 levels, or granting the request would cause an undue hardship;
29

30 **NOW, THEREFORE, BE IT RESOLVED**, by the Authority, that the attached
31 process for allowing employees to receive up to two (2) unpaid holidays per calendar
32 year for reasons of faith or conscience; or for a reason of an organized activity
33 conducted under the auspices of a religious denomination, church, or religious
34 organization, is hereby adopted for use by all Jefferson Transit Departments.
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36 **BE IT FURTHER RESOLVED** that this policy is hereby incorporated as part of
37 the Jefferson Transit Personnel Manual.

38 **CERTIFICATION**


39
40 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
41 County Public Transportation Benefit Area, certifies that the foregoing is a true and
42 correct copy of a Resolution adopted at a legally convened meeting of the Jefferson
43 Transit Authority Board held on August 19, 2014.




Chair




Member




Member



Vice Chair



Member

Attest:


Clerk of the Board