

KING COUNTY FIRE PROTECTION DISTRICT 34  
REDMOND, WASHINGTON

RESOLUTION 288-15

**A RESOLUTION of King County Fire Protection  
District 34, Establishing the Policy for Unpaid  
Holidays for Reasons of Faith or Conscience**

WHEREAS, the State of Washington passed Substitute Senate Bill (SSB) 5173 into law on March 31, 2014 and

WHEREAS, SSB 5173 provides employees of the District with two unpaid holidays per calendar year for a reason of faith or conscience; and

WHEREAS, the District shall amend its personnel 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, and

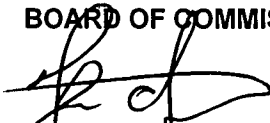
WHEREAS, the attached policy to this resolution provides for the process by which employees may request and receive such days off; and

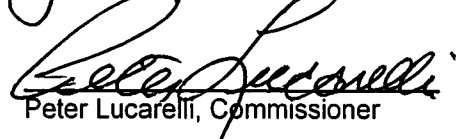
WHEREAS, the legislation went into effect June 12, 2014, therefore be it

RESOLVED, by the Board of Commissioners of King County Fire District 34 that Fire District 34 adopts the attached Unpaid Holidays for Reasons of Faith or Conscience Policy, hereby implementing the requirements of SSB 5173 and directs staff to take the necessary steps to ensure the proper implementation of SSB 5173.

PASSED by the Board of Fire Commissioners of King County Fire Protection District 34 on June 25, 2015.

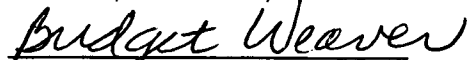
BOARD OF COMMISSIONERS

  
Thomas Johnston, Chairman

  
Peter Lucarelli, Commissioner

  
Fred Shanafelt, Commissioner

Adopted at a special meeting of the Board of  
Commissioners of King County Fire Protection  
District 34, held June 25, 2015

  
Bridget Weaver, Secretary to the  
Board of Commissioners

## **King County Fire District 34 Policies and Procedures**

### **UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE Substitute Senate Bill 5173**

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience of an organized activity conducted under the auspices of a religious denomination, church or religious organization.

The employee may request the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. The employee will be allowed to take the unpaid holidays on the days he or she has requested unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning defined in the rule established by the Washington State Office of Financial Management WAC 82-56-020 .

Procedure: The employee must submit a written request for an unpaid holiday/s provided for by this section to the employee's supervisor a minimum of ten working days prior to the requested day/s. Approval for unpaid holiday/s shall not be deemed approved unless it has been authorized in writing by the employee's supervisor.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

Resolution 288-15  
Adopted 06/25/2015