

LAKEHAVEN UTILITY DISTRICT
King County, Washington

Resolution No. 2014-1234

A **RESOLUTION** of the Board of Commissioners of the Lakehaven Utility District, King County, Washington, establishing unpaid holidays for employees for reason of faith of conscience.

WHEREAS, the Washington State Legislature adopted Substitute Senate Bill 5173 during the 2014 legislative session entitling employees of the state and local government entities to two days of unpaid leave each calendar year for matters of faith or conscience, and

WHEREAS, the law requires that the legislative body of the local governmental agency adopt rules concerning the use of the unpaid holidays, and

WHEREAS, the Board desiring to so implement rules for the use of two unpaid holidays per calendar year for reason of faith or conscience;

NOW THEREFORE BE IT RESOLVED as follows:

1. Lakehaven employees are entitled to two unpaid holidays per calendar year to be taken for a reason of faith or conscience or any organized activity conducted under the auspices of a religious denomination, church, or religious organization.
2. For non-represented employees, the employee may select 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 selected 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 contained in the rule established by the Office of Financial Management.
3. For non-represented employees, an employee should submit a request for an unpaid holiday provided for by this resolution to the employee's supervisor a minimum of two weeks prior to the requested day. Approval of the unpaid holiday should not be assumed to be authorized until it has been authorized by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" developed by rule of the Office of Financial Management.
4. For non-represented employees, the two unpaid holidays allowed by this section must be taken during the calendar year, if at all, and do not carry over from one year to the next.

5. For represented employees, the rules governing use of the two unpaid holidays shall be as established by agreement between the District and the respective bargaining representatives of the employees consistent with the provisions of state law.
6. This resolution shall be effective on June 12, 2014.

ADOPTED by the Board of Commissioners of Lakehaven Utility District, King County, Washington, at an open public meeting this 22nd day of May, 2014.

ATTEST:

 _____	<input checked="" type="checkbox"/>	_____	_____
President and Commissioner	Yea	Nay	Abstain


 _____	<input checked="" type="checkbox"/>	_____	_____
Vice President and Commissioner	Yea	Nay	Abstain

 _____	<input checked="" type="checkbox"/>	_____	_____
Secretary and Commissioner	Yea	Nay	Abstain

_____	_____	_____	_____
Commissioner	Yea	Nay	Abstain

 _____	<input checked="" type="checkbox"/>	_____	_____
Commissioner	Yea	Nay	Abstain

Approved as to form:

 _____
General Counsel