RESOLUTION NO.14-24

A RESOLUTION OF THE COUNCIL OF THE CITY OF OAK HARBOR AMENDING THE CITY EMPLOYEE POLICY MANUAL TO ALLOW EMPLOYEES TO RECEIVE UP TO TWO (2) 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, the Employee Policy Manual was last updated on June 18, 2012; and

WHEREAS, on June 12, 2014, new legislation went into effect requiring government employers to provide up to two unpaid holidays per year for faith based reasons; and

WHEREAS, all local agencies must adopt guidelines by resolution or ordinance implementing the new faith based leave law;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Oak Harbor that:

Section 1. The Employee Policy Manual, last updated on June 18, 2012, shall be amended to include Exhibit A to this Resolution, “Religious Leave”, which allows employees to receive up to two (2) 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.”

Section 2. This resolution shall become effective upon its passage and approval.

PASSED and approved by the City Council this day of, 2014, August 6th:

THE CITY OF OAK HARBOR

SCOTT DUDLEY, MAYOR

Attest:

Anna Thompson, City Clerk

Approved as to Form:

Nikki Esparza, City Attorney

Introduction:

Adopted:

Published:
EXHIBIT A

UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

Employees are entitled 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.

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. If an employee prefers to take the two unpaid holidays on specific days, then 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.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee’s supervisor a minimum of 2-weeks prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing 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.

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.