

**WEST SOUND UTILITY DISTRICT  
RESOLUTION 508-14**

**A RESOLUTION OF THE  
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS  
APPROVING REVISIONS TO THE DISTRICT'S  
PERSONNEL MANUAL REGARDING UNPAID HOLIDAYS**

**WHEREAS**, the Washington State Legislature passed legislation (SSB 5173) during the 2014 session which entitles state and local government employees to two (2) unpaid holidays per calendar year for reasons of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church or religious organization; and

**WHEREAS**, the two unpaid holidays provided for under SSB 5173 are required to be available for local government employees; **NOW, THEREFORE**,

**THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT  
HEREBY RESOLVES:**

Section 1. The following section is hereby approved and incorporated into West Sound Utility District's Personnel Policies (Resolution 237-10):

“Section 4.20 Unpaid Holidays

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 two 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.

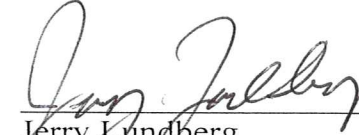
The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.”

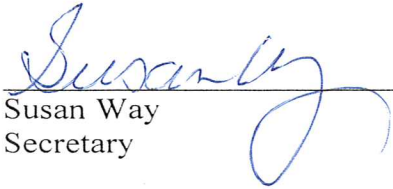
**APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District** at a Board meeting scheduled on July 14, 2014.

WEST SOUND UTILITY DISTRICT  
Kitsap County, Washington

*Absent*

\_\_\_\_\_  
James J. Hart  
Chairperson

  
\_\_\_\_\_  
Jerry Lundberg  
Vice Chairperson

  
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Susan Way  
Secretary