Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.1.06

2. SUBJECT: ***Religious Holidays***

3. POLICY: The District recognizes that certain employees may request observance of religious holidays. When this occurs, the following procedure will be followed.

4. SCOPE: This Policy and Procedure is applicable to all full and part time personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for enforcing this Policy and Procedure.

6. PROCEDURE:

   A. If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the approval of the District Fire Chief, take the day off using vacation or leave without pay.

   B. In accordance with state law, it is the policy of Grant County Fire District 3 to allow employees two (2) unpaid religious 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. New statutory requirement; (Chapter 168, Laws of 2014 effective June 12, 2014)

   C. In accordance with state law, Grant County Fire District 3 may deny a request for an unpaid religious holiday if it imposes an undue hardship on the department or the employee is necessary to maintain public safety. The phrase “undue hardship” as set forth by the Office of Financial management in WAC 82-56-020, 030 is hereby adopted by this policy.

   D. The days must be taken in full day increments and the request for leave as outlined in the IAFF contract will be required.