

**HARTSTENE POINTE WATER-SEWER DISTRICT
MASON COUNTY, WASHINGTON**

RESOLUTION 2018-01

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HARTSTENE
POINTE WATER SEWER DISTRICT, MASON COUNTY, WASHINGTON
ESTABLISHING A SCHEDULE OF PAID HOLIDAYS AND A POLICY
GOVERNING UNPAID RELIGIOUS HOLIDAYS.**

WHEREAS, Chapter 1.16.050 of the Revised Code of Washington provides employees of local government entities with 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 chapter authorizes local government entities to adopt resolutions setting forth the process by which employees may request up to two unpaid days per year and the employer may obtain information about the request; and

WHEREAS, the chapter requires the local government entity to grant the request unless the absence would impose an “undue hardship” or the employee’s presence is necessary to maintain public safety; and

WHEREAS, the District intends to adopt employee policies, including policies governing paid and unpaid holidays; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Hartstene Pointe Water-Sewer District as follows:

Section 1. Paid Holidays

The following are adopted as holidays observed by the District and are recognized as paid holidays for all regular employees:

New Year’s Day	January 1
Martin Luther King’s Birthday	3 rd Monday in January
President’s Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran’s Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25 th

Any paid holiday falling on Saturday will be observed on the preceding Friday. Any paid holiday falling on Sunday will be observed on the following Monday.

Section 2. Unpaid Religious Holidays:

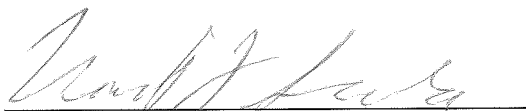
Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

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 five days 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.

ADOPTED by the Board of Commissioners of Hartstene Pointe Water Sewer District, Mason County, Washington, at a regular meeting held on June 7, 2018.

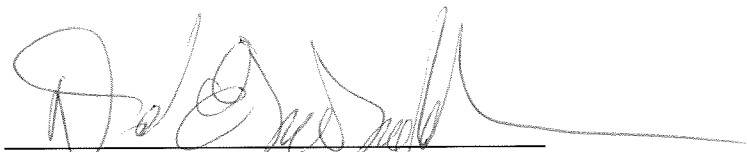
Hartstene Pointe Water-Sewer District
Mason County, Washington



Robert Scarola, President



Andrew Hospador, Secretary



David McNabb, Commissioner