

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING
PERSONNEL POLICY CHANGE

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RESOLUTION 05-2014
ADOPTING PERSONNEL
POLICY CHANGE

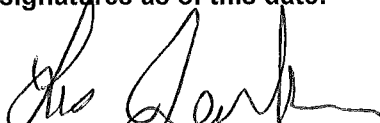
WHEREAS, the Board of Health of the Northeast Tri County Health District has previously adopted personnel policies; **AND**

WHEREAS, amendments to those policies are necessary;

NOW, THEREFORE:

IT IS HEREBY RESOLVED by the Board of Health of the Northeast Tri County Health District that the attached Personnel Policy change is adopted and shall be in full force and effect within the jurisdiction of the Northeast Tri County Health District from this date.


Done this 16th day of July, 2014 in Republic, Washington and effective immediately upon signatures as of this date.



Board Member, City of Republic

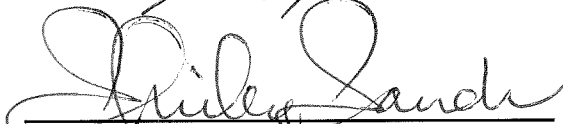


Board Member, Ferry County



Board Member, City of Colville

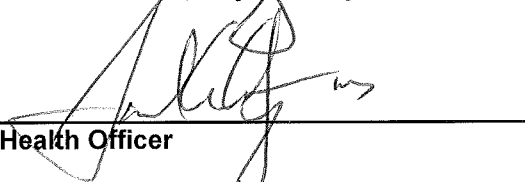
Board Member, Ferry County



Board Member, City of Newport




Board Member, Pend Oreille County



Health Officer

Board Member, Pend Oreille County



Board Member, Stevens County

Board Member, Stevens County

8.13 UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

Employees are entitled 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.

The employee may select the days on which he or she desires to take the two (2) unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two (2) 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. (WAC 82-56-020 Definition of Undue Hardship)

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 (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 and initialed by the Administrator. 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 (2) unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one (1) year to the next. The employee may, with his/her supervisor's approval, take leave using compensatory time, vacation, personal holiday or leave without pay.