

# PROPOSED NEW POLICY



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## HUMAN RESOURCES

### Religious Leave

Each district employee may request 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. In compliance with state law, the superintendent or designee or the employee's supervisor will grant the request(s) unless they determine that the employee's absence would impose an undue hardship on the district, or the employee is necessary to maintain public safety. An employee seeking to take unpaid holidays for reasons of faith or conscience will submit a request to their supervisor according to established procedures a minimum of two (2) weeks prior to the requested days off.

Cross references: [Procedure 5320P](#)  
[Board Policy 5350](#)

Leaves of Absence  
Holidays

Legal reference: [RCW 1.16.050](#)  
  
[WAC 82-56-010](#)  
[WAC 82-56-020](#)  
[WAC 82-56-030](#)

"Legal holidays" and "legislatively recognized days"—Unpaid holidays for employees with appointments or contracts of less than twelve consecutive months  
Purpose  
Definition of undue hardship  
Application of definition of undue hardship to request