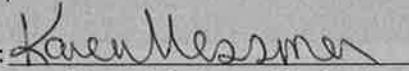


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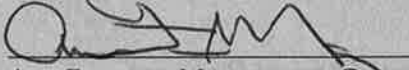
## POLICY-HR-3513

See Also: N/A

Approved by:



Karen Messmer, Chair  
Intercity Transit Authority



Ann Freeman-Manzanares, General Manager

Written by: Heather Stafford Smith

### GRANTING HOLIDAYS OF FAITH AND CONSCIENCE

This policy applies to all Intercity Transit employees.

#### **1. Intercity Transit Grants Unpaid Leave for Holidays of Faith and Conscience**

Intercity Transit may grant an employee up to two unpaid holidays per calendar year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

A partial day off will count as a full day toward the employee's yearly allotment of two days.

#### **2. Holidays of Faith and Conscience Is Unpaid Leave**

Holidays of Faith and Conscience are unpaid; there is no provision for substituting paid time off.

#### **3. Employees Submit Written Request**

Employees must submit a written request (FORM HR-3513-A) for an unpaid Holiday of Faith and Conscience to the employee's Department Director, with a copy to the Human Resources Director, at least two weeks in advance.

#### **4. Employees Submit Untimely Written Request**

Untimely requests will only be considered if the employee can demonstrate that timely notice was not possible under the circumstances.

## **POLICY-HR-3513**

See Also: N/A

### **5. Department Director Must Approve Unpaid Leave Request**

Employees will normally receive a response within five days of receipt of the request. The request may be denied if:

- It was not submitted in a timely fashion; or
- The reason for the requested leave is not appropriate under the law; or
- The employee has already exhausted their allotment of days off under the law; or
- Granting the request would cause an undue hardship.

# FORM-HR-3513-A

## HOLIDAYS OF FAITH AND CONSCIENCE LEAVE REQUEST

*To be completed by Employee requesting leave*

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

\*Days Off Requested: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\*If employee is seeking only a partial day absence, please specify which hours the employee will be away from work. Per Policy HR-3513, a partial day off will count as a full day toward the yearly allotment of two days. Note: taking unpaid leave may affect your benefits.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Return this form to Department Director and Human Resources Director\*\***

### DETERMINATION

*To be completed by Department Director*

Date Request Received: \_\_\_\_\_

Request Granted: \_\_\_\_\_

Request Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_  
*Authorization Signature*

\_\_\_\_\_  
*Date*

**INTERCITY TRANSIT  
RESOLUTION NO. 03-2014  
ADOPTING THE HOLIDAYS OF FAITH AND CONSCIENCE ACT POLICY**

A **RESOLUTION** adopting POLICY-HR-3513, Exhibit "A" Holidays of Faith and Conscience Act, dated June 12, 2014.

**WHEREAS**, the state law goes into effect on June 12, 2014; and

**WHEREAS**, the new state law allows employees to receive up 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;" and


**WHEREAS**, Intercity Transit will grant the request if it was submitted in a timely fashion, the leave is appropriate under the law, the employee has not already exhausted their allotment of days under the law, and granting the request would not cause an undue hardship; and

**WHEREAS**, Intercity Transit created Policy-HR-3513 to comply with the state law.


**NOW, THEREFORE, BE IT RESOLVED BY THE INTERCITY TRANSIT AUTHORITY**, that Intercity Transit hereby adopts Policy HR-3513, Exhibit "A", that became effective June 12, 2014.

**ADOPTED** this 18th day of June 2014.

**INTERCITY TRANSIT AUTHORITY**

  
\_\_\_\_\_  
Karen Messmer, Chair

**ATTEST:**

  
\_\_\_\_\_  
Pat Messmer, Executive Assistant  
Clerk to the Authority

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Dale Kamerrer, Legal Counsel