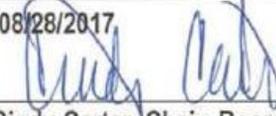


Grant County Personnel Policy

DATE ISSUED: 08/28/2017	EFFECTIVE DATE: 08/30/2017
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	08-28-17 Date Signed
LAST REVISED: 10/12/2016	CONTACT: Human Resources

818 – Unpaid Holidays For Reasons of Faith or Conscience

818.1 Employees are eligible for 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.

818.2 The employee may request the days on which he or she desires to take the two unpaid holidays. 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" will only be applied in instances in which Grant County would experience significant difficulty or expense.

818.3 The employee will submit a written request for an unpaid holiday provided for by this policy to his or her supervisor a minimum of two weeks prior to the requested day(s). 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".

818.4 The two unpaid holidays allowed by this policy must be taken during the calendar year, if at all; they do not carry over from one year to the next.

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