EvCC3310P: FAITH AND CONSCIENCE LEAVE PROCEDURE
Original Date: November 18, 2014
Policy Contact: Vice President of Administrative Services

**Purpose**
In response to legislation enacted in 2014, Everett Community College provides the following guidelines for use of faith and conscience leave by employees and students.

Each day taken under this procedure must be taken as a whole day, i.e. the day may not be divided into hours and taken in parts.

**Students**
Everett Community College students are entitled to two days of excused absences per academic year (summer quarter through the end of spring quarter) for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Students’ grades may not be adversely impacted by absences authorized under this procedure.

**Employees**
For Everett Community College employees, leave will be granted for a reason of faith or conscience for up to two work days per calendar year.

1. At the employee’s discretion, unpaid leave, vacation or personal day may be used for faith or conscience leave.
2. Such leave may only be denied if the employee’s absence would impose an undue hardship on the employer, or the employee’s presence is necessary to maintain public safety.
3. Employees are required to designate such leave as ‘faith or conscience leave’ in their request for leave and in their time and leave reporting.

**RELEVANT LAWS AND OTHER RESOURCES**
- RCW 1.16.050(3)
- RCW 28B.10.039

**APPROVED BY:** President’s Staff

**APPROVAL DATE:** November 18, 2014