EvCC3310P: FAITH AND CONSCIENCE LEAVE PROCEDURE
Original Date: November 18, 2014
Revision Date: July 23, 2019
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.

Everett Community College will grant reasonable accommodation so that grades are not impacted for students who are absent for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization. Such absences must be requested in writing within the first two weeks of the class or the first week for a late start class and may not incur additional fees for students. Faculty must include the approved language references in this policy in their syllabi. This policy and the associated procedure will be posted on the institutional website. Students who have concerns about approval or a grade impact may utilize the student grievance procedure for concerns not directly related to grades, or to the grade appeal process in cases impacting a final grade.

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 submit requests for use of ‘faith or conscience leave’ in writing to their supervisor.
4. 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

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APPROVED BY
President’s Staff