Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.7	Work and Leave Administration	Revised:	January 2003
Policy 4.7.19	**Time Off for Voting**	Responsibility:	Vice President for Human Resources

TIME OFF FOR VOTING

Policy

When it is not possible for an employee to vote before or after normal working hours on a national, state or local election day, supervisors are authorized to grant a reasonable period of time off for voting. All employees are eligible for time off to vote.

Employees should be currently registered voters in order to use this leave. Employees are encouraged to take advantage of early voting periods that have extended voting hours.

Procedures

Time off should be requested in advance and approved by the supervisor, when it is not possible for an employee to vote before or after regular work hours.

No reduction in vacation allowance or salary will be made for the time taken to vote as long as supervisory approval is obtained.