

410-13 VOTING LEAVE—PROCEDURE

1. PURPOSE

The purpose of voting leave is to allow employees time off work with pay to vote in a Primary or General Election.

2. PROCEDURE

1. Eligibility
All College faculty and staff; including full-time, part-time, and temporary employees.
2. Scope of Benefit
Employees may be absent for no more than three consecutive hours. Voting leave shall not be charged against the eligible employee's accrued PTO, and the employee will not be penalized or receive a deduction from salary or wages for such absence.
3. In order to maintain continuity of operations and minimize disruption, whenever possible, voting leave should be scheduled prior to the day of election. The Supervisor will specify the hours which the employee may be absent. Employees using voting leave shall fill out a record of absence form to document their use of the benefit.

3. BACKGROUND

1. References: none
2. Revision history: 09/01/2009 (reformatted)
3. Legal review: none
4. Sponsor: Human Resources

COCONINO COMMUNITY COLLEGE