



Procedure 410-13 Voting Leave

Sponsor: Human Resources

Purpose

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

Definitions

None

Procedure

Eligibility

All College faculty and staff; including full-time, part-time, and temporary employees.

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.

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.

References

None

Procedure History

03/1994	New
07/01/1994	Revised
09/01/2009	Reformatted

Legal Review

None