**SECTION: PAID LEAVE**

**POLICY:** Voting **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish guidelines for granting employees time off to vote in local, state, and federal elections.

**APPLICATION:**

This policy applies to all employees, regardless of position or employment status.

**DEFINITIONS:**

1. Voting Leave: Paid or unpaid time off granted to employees to participate in voting during official election days.
2. Election Day: Any official day designated for local, state, or federal elections, including primary and general elections.

**PROCEDURES:**

1. Eligibility:
   1. All employees are eligible for voting leave if their work schedule would otherwise prevent them from voting while the polls are open.
2. Amount of Leave:
   1. Employees will be granted sufficient time off to vote, typically up to two hours, at the beginning or end of their scheduled workday.
   2. If more time is required due to long lines or travel distance, employees should notify their supervisors as soon as possible.
3. Requesting Leave:
   1. Employees must inform their immediate supervisors at least one day before Election Day if they need time off to vote.
   2. Supervisors will make reasonable efforts to accommodate requests while ensuring operational needs are met.
4. Proof of Voting:
   1. Supervisors may request proof of voting, such as a voter receipt or sticker, especially if extended time off is taken.
5. Non-Retaliation:
   1. Employees will not be penalized, disciplined, or retaliated against for requesting or taking voting leave.

This policy ensures that employees have the opportunity to fulfill their civic duty without compromising their work responsibilities.