VOTING LEAVE

Temple College allows an employee to be absent from work on Election Day to vote, unless the polls are open on election day for two consecutive hours outside the employee’s working hours.

All College faculty and staff, including full-time, part-time, and temporary employees, are eligible. For full use of this benefit, it is presumed the employee has not submitted an early ballot.

The following applies to employees who submit a ballot in person on Election Day and is on duty without a two-hour break for duration of the voting period:

- The employee may be absent from work for the purpose of voting for up to two hours during the Election Day only. (See examples below)
- Voting leave shall not be charged against any of the eligible employee’s accrued Annual Leave, Sick Leave or Compensatory Time Off.
- The employee will not be penalized or receive a deduction from salary or wages for such absence.
- Employees may not use this type of leave for Early Voting.
- Employees using voting leave shall coordinate their leave with their supervisor to minimize interruptions to the employee’s work day. While leave must be granted, the employee’s supervisor shall have the discretion on the timing of the leave.

If use of the time granted to vote is misrepresented or misused, the employee is subject to disciplinary action, up to and including discharge.

Example calculations of the maximum amount of voting leave allowed:

1. If an employee’s working hours are from 8 A.M. to 5 P.M. and polls are open 7 A.M. to 7 P.M., the employee is not entitled to any voting leave, as the polls are open for two consecutive hours after their working hours end.
2. If an employee’s working hours are from 8 A.M. to 6 P.M. and polls are open 7 A.M. to 7 P.M., the employee is entitled to up to one hour of paid voting leave, as polls are open one hour before and one hour after their working hours begin and end.
3. If an employee’s working hours are from 7 A.M. to 7 P.M. and polls are open 7 A.M. to 7 P.M., the employee is entitled to up to two hours of paid voting leave, as polls are not open two hours before or after their working hours begin or end.