

VOTING LEAVE

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

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 or vote through the Internet:

- The employee may be absent from work for the purpose of voting for no more than two hours during the Election Day only.
- 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 fill out a Leave Request form to document their use of the leave.
- Employees may not use any type of College owned electronic device to record their vote on the Internet.
- Employees are not allowed to drive any College vehicle to an election site to vote.

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

Board Approval Date: January 27, 2014

Effective Date: January 28, 2014

Final Revision Date: December 18, 2013

Policy Manual Review Committee – No Changes: October 8, 2015