

TITLE	APPROVAL DATE
Voting Leave	5/5/1988
SECTION	REVISION DATE
Time Off/Leaves of Absence	1/1/2008

Those employees that do not have 3 consecutive non-working hours while the polls are open shall be allowed one hour of leave with pay for the purpose of voting in an official public election. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor no later than the day prior to Election Day and shall be at the time specified by the supervisor.