# Policy: HR – Voting Leave

Purpose: To ensure that all employees may exercise their civil right to vote.

## Policy:

In compliance with the law of the State of [\_\_\_\_\_\_\_\_\_\_\_], [Company Name] allows employees three consecutive hours of leave during polling hours in order to vote in federal, state or local elections, both primary and general elections.

Most employees will have three consecutive hours during polling hours available outside of their normal work schedule. These employees will not be eligible to take any additional time off for voting purposes. Employees who do not have three consecutive hours available during polling hours outside of their normal work schedule must request time off for voting in writing or via email at least five business days in advance.

### Procedure:

The request for leave must clearly state that the employee needs leave in order to vote. No deductions will be made from wages or salaries, and employees will not be expected to make up the missed work hours. Employees will not be disciplined for taking voting leave or for failing to vote.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_