City Personnel Policy

VOTE TIME

POLICY: 711

Council approval: 03/14/2022

Pages: 1

POLICY:

It is the policy of the City that any person entitled to vote at an election in this state; and, who does not have two consecutive hours in the period between the time of the opening and closing of the polls during which the employee is not required to be present at work for an employer, shall be entitled to such time off from work to vote as will, in addition to the employee's nonworking time, total two consecutive hours during the time the polls are open.

APPLICABILITY:

All employees.

PROCEDURE:

1. Application by any employee for a leave of absence to vote shall be made individually and in writing prior to the date of the election to the Department Head.

2. Any employee utilizing an approved leave of absence to vote shall not be liable to any penalty; nor, shall any deduction be made from the employee's regular salary or wages.

3. The Department Head shall designate the period of time to be taken.