

Policy Title: Employee Leave for Voting	Procedure Number	491
	Effective Date	1-1-19

1.0 PURPOSE

Provide process that details the process for employees to leave work to vote in an election.

2.0 REVISION HISTORY

Adopted on: 1-1-19

Revised on:

2.0 PERSONS AFFECTED

Full-time employees

4.0 DEFINITIONS

5.0 PROCEDURES

UA-PTC encourages employees to exercise their voting rights in all national, state, and local elections. UA-PTC shall schedule the work hours of employees so that they will have an opportunity to exercise his/her right to vote. Any full-time employee may request and receive one hour off (without pay) to vote.

OPM-DFA (May 2015) notes: Each employer shall schedule the work hours of employees on election days so that each employee will have an opportunity to exercise his/her right to vote.

5.1 PROCEDURE

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	UA-PTC Review	Oct, 2018
Ratified by	Margaret Ellibee	Dec, 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan, 2019

