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| **Name of Policy** | Voting Leave Policy |
| **Description of Policy** | Voting leave allows full-time employees to take excused and limited time off to vote on the day of an election. |
| **Policy applies to** | University-wide  Specific *(outline location, campus, organisational unit, etc.)* |
| Staff only  Students only  Staff and students |
| **Policy status** | New policy  Revision of existing policy |

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| **Approval authority** | Senior Vice President for Finance, Administrative Services and Operations/CFO |
| **Governing authority** | Human Resources Management |
| **Responsible officer** | Chief Human Resources Officer |

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| **Approval date** | October 26, 2020 |
| **Effective date** | November 1, 2020 |
| **Approval date of last revision** | December 1, 2017 |
| **Effective date of last revision** | December 1, 2017 |
| **Date of policy review\*** | October 20, 2020 |

*\*unless otherwise indicated, this policy will still apply beyond the review date*

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| **Related legislation, policies, procedures, guidelines and local protocols** |  |

Suggested headings for Table of Contents

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Background

While there is no federal or state law which requires an entity to allow its full-time employees to take time off to vote,

Alcorn State University elects to extend this privilege to full-time faculty and staff, under specified

circumstances.

Purpose

It is the intent of this policy to encourage and support full-time employees’ participation in the electoral process.

Scope/Application

Full-time faculty and staff of Alcorn State University

Policy Statement and Principles

Alcorn State University believes that it is the responsibility and duty of its full-time employees to exercise the privilege of voting in elections. In accordance with this philosophy, the University will grant its full-time employees approved time off to vote, if necessary, due to work schedules as well as for periods of service as an election official.

**Time Off for Voting**

Full-time employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work demands and schedules, managers are authorized to grant a reasonable period of time, not to exceed three hours, during the work day to vote. Supervisors are authorized to approve such leave, when it is feasible to do so. This time off will be with pay. Time off for voting should be reported and coded appropriately on timekeeping records.

**Time Off for Election Service**

Full-time employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity. Full-time employees who are chosen to act as election officials must notify their supervisor a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Full-time employees must report time engaged as an election official and code this time accordingly on timekeeping records.

Review

This policy will be reviewed annually.