

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Attendance and Leaves of Absence**
Standard: **VOTING**
Section #: **B-10**
Effective: June 3, 2008

See Also: Paid Time Off; Leave without Pay; Timekeeping

GENERAL STANDARD

The Authority encourages employees to vote in local, state and national elections. Since the polls are open for long periods, employees are encouraged to vote before or after regular working hours.

SPECIFIC STANDARDS

- ❑ Employees are allowed to take up to two hours of time away from work to vote in a national, state or local election or referendum. Non-exempt employees use PTO or take time off without pay for this purpose.
- ❑ Employees are expected to notify their managers at least two working days in advance of the Election Day if they need to take time away from work to vote.

PROCEDURE

Managers should ensure that time records accurately reflect a non-exempt employee's time off for voting. Record "Voting" on the employee's time record for voting time taken.