



# SAINT LOUIS UNIVERSITY

## VOTING LEAVE POLICY

**Procedure Number:**

**Version Number: 1**

**Classification:**

**Effective Date: 8/10/12**

**Responsible University Office:** Vice President Human Resources

### 1.0 INTRODUCTION

The University provides paid time off for employees exercising their right to vote.

### 2.0 PURPOSE

This policy provides time off and income protection for eligible employees who choose to vote to uphold their civic responsibility.

### 3.0 PERSONNEL AFFECTED

This policy applies to all regular full-time and part-time staff employees and temporary employees with the exception of employees covered by a collective bargaining agreement, unless such agreement provides for such leave, or employees of the Madrid campus.

### 4.0 DEFINITIONS

Not applicable.

### 5.0 POLICY

Subject to the conditions below, employees are given paid time off to vote in local, state and national elections upon giving their supervisors at least one day's notice.

#### **Voting Time**

Missouri residents who are registered to vote are permitted time off with pay to vote in local, state and national elections provided that their supervisors are notified the day before the election. Missouri law allows pay for the portion of three hours either at the beginning or end of the workday when the normal work schedule is concurrent with the first or last three hours the polls are open. For example, if the polls open at 6 a.m. and

close at 7 p.m., and the employee's normal work schedule is from 8:30 a.m. to 5 p.m., a half hour off in the morning or an hour off in the evening may be allowed.

Illinois residents who are registered to vote are permitted time off with pay to vote in local, state, and national elections provided that their supervisor is notified the day before the election. Illinois law allows pay for that portion of two hours at the beginning or end of the workday when the normal work schedule is concurrent with the first two hours that the polls are open. For example, if the polls open at 6 a.m. and close at 7 p.m. and the employee's normal work schedule is from 8 a.m. to 4:30 p.m., no time off would be allowed.

## **6.0 RESPONSIBILITIES**

Managers are responsible for administering this policy. It is the employee's responsibility to provide advance notice as possible. Time keepers are responsible for accurately tracking time off.

## **7.0 PROCEDURES**

Not applicable

## **8.0 REFERENCES**

Not applicable