

## **State Personnel Board Rule 478-1-.16 (12) Voting Leave: (12) Voting Leave:**

The State encourages employees to exercise their privileges and duties as citizens, including the right to vote. Employees who do not have sufficient time outside their normal work schedules to vote can request time off to vote in accordance with the guidelines outlined below. The agency may specify the hours during which an employee may be absent in order to vote.

### **(a) Paid Leave to Vote:**

Employees who need time off from work to vote in local, state or national general elections or primaries are eligible for up to two (2) hours of paid leave at the beginning or end of their regular workday. Employees who are scheduled to begin work at least two (2) hours after the polls open or end work at least two (2) hours before the polls close are not eligible for voting leave.

### **(b) Notification Requirement:**

As with any foreseeable absence, employees should request and obtain approval from their supervisor in advance of taking time off to vote, and should schedule the time off in a manner that minimally disrupts normal agency operations.