



## HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Leave Time

Subject: Voting

Applies To: Campus employees

Sources:

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### **Purpose**

This policy ensures consistency in the implementation voting leave among institutions of the University System. It provides consistency in making up to two (2) hours of leave available for voting purposes while also affording the appropriate level of flexibility needed at the institutional level.

### **Policy**

Employees of Georgia Southern University are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee's normally scheduled work shift, sufficient leave time must be granted to permit the employee to vote. In this instance, an institution should grant the employee a two (2) hour block of time in which to vote, if needed. Time off under this provision is with pay.

### **Procedure**

Employees should notify his/her supervisor to coordinate with departmental scheduling.