

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	VOTING LEAVE POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

The University encourages employees to fulfill their civic responsibilities by participating in elections. Employees are expected to vote in an election either before or after their regular work schedule. If, however, an employee has a conflict between his or her work schedule and the exercise of his or her voting rights, the employee will be granted paid time off (not to exceed 3 hours) to ensure that his or her work either starts 3 hours after the polls open or ends 3 hours before the polls close. The employee who needs time off to vote must make arrangements with his or her supervisor at least twenty-four hours (24) prior to an election day so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS