

03.612 Time Off for Voting.

1. Purpose. To provide staff members a reasonable period of time off during the regular work day for voting on an official Election Day.
2. Policy. Employees are expected to use early voting before or after working hours or on weekends prior to election day or to vote before or after working hours on election day.** However, in unusual circumstances, when it is not possible for an employee to vote before or after his/her regular working hours, it is the policy of the System to grant a reasonable period of time off during the regular work day for voting on an official election day. This time should be reported as time worked and is not charged against vacation leave, comp time or salary. The employee shall provide a signed statement, to be maintained with their monthly leave records for the applicable month, indicating the specific circumstances which require them to request time off for voting during the work day.

REFERENCE: Sec. 276.004, Texas Election Code, Sec. 661.914. Texas Government Code.

*** NOTE: An employee should be able to vote after working hours if the polls are open for voting for at least two consecutive hours outside of the employee's work schedule.*