



**Leave Policy - Voting**

Responsible Official: Chief Operating Officer

Responsible Office: Human Resources

**Policy Purpose**

This policy specifies when a Regular Employee may be eligible for leave to vote or to work as a voting machine technician in state, national, and local elections.

**Policy Statement**

A Regular Employee may be eligible for paid leave to vote in state, national, and local elections as described hereinbelow. No other classification of employee is eligible for paid voting leave.

I. Eligibility for Non-duty Paid Voting Leave.

A Regular Employee, who is a registered voter, may receive reasonable leave to vote if: (1) the polls in the county where the employee resides are not open three (3) or more hours before the employee is scheduled to begin work; or (2) the polls close less than three (3) hours after the employee's work schedule ends. The paid leave to vote may not exceed three hours.

Each department will set the notification requirements for voting leave requests by employees to their direct supervisor. At a minimum, a direct supervisor must be notified no later than noon the day prior to the election. The direct supervisor may specify the hours during which the employee may be absent to vote.

Approved voting leave must be recorded on timesheets as non-duty pay hours. Voting leave is non-working hours and cannot be included in the calculations for overtime for non-exempt employees.

II. Part-time Voting Machine Technician Leave.

A Regular Employee who is employed full-time and is appointed by a county election commission to work part-time as a voting machine technician shall be granted unpaid leave for the day(s) required for technician duties. The employee will not be required to use accrued annual leave

and/or compensatory time for this period. The employee may elect to use annual leave. The direct supervisor may require documentation from the county election commission.

Authority: TCA Section 2-9-103

### Policy History

Effective Date:  
Revision Date:  
Previous: PPP-49

### Defined Terms

*A defined term has a special meaning within the context of this policy.*

**Regular Employee:** Regular employees are personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated based on percentage of effort). The Employee Classification policy provides information on the types of regular employees.

### Procedure (s)

N/A

### Procedure History

Effective Date:  
Revision Date:

### Related Form(s)

N/A