



UT System Administration Policy Library -- Policy INT137
Time Off for Voting

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services

Sponsoring Office: Office of Employee Services

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Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

When it is not possible for an employee to vote before or after normal working hours, including weekends, in a national, state or local election, supervisors are authorized to grant a reasonable period of time off for voting on the election day, based on circumstances. All employees are eligible for time off to vote.

Employees should be currently registered voters in order to use this leave. Employees are encouraged to take advantage of early voting periods which have extended voting hours.

RATIONALE

This policy provides employees with time off to vote.

SCOPE

All offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int137.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies & Standards
	Texas Government Code, § 661.914

CONTACTS

If you have any questions about UT System Administration Policy INT 137, *Time Off for Voting*, contact the following offices:

Subject	Office Name	Telephone Number	Email/URL
Human Resources/ Employee Benefits	Office of Employee Services	512-499-4587	esc@utsystem.edu

DEFINITIONS

None

RESPONSIBILITIES

Employee

- Requests time off in advance from their supervisor using a leave request form.
- Records the time off from work on their electronic timesheet as Emergency Leave.
- Provides as an explanation on the leave request form and the electronic timesheet: *Time off for voting per System policy.*

Supervisor

- Reviews and approves leave requests and timesheets with time off to vote.

PROCEDURES

1.1 Time off should be requested in advance and approved by the supervisor when it is not possible for an employee to vote before or after regular work hours.

1.2 Employees should record the time off from work on their electronic timesheet as Emergency Leave and provide as an explanation on the leave request form and the electronic timesheet: *Time off for voting per System policy.*

1.3 Time taken off by an employee to vote that is in compliance with this policy will not be counted against the employee's personal leave.

FORMS AND TOOLS / ONLINE PROCESSES

None

APPENDIX

None

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