

Voting Leave Policy

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SECTION I. PURPOSE

This policy describes the University's practice for providing voting leave.

SECTION II. SCOPE AND APPLICABILITY

All regular full-time and part-time hourly and salaried employees (staff/faculty), term appointments, temporary, on-call and student workers are eligible starting on their first day of employment. Union employees should refer to their collective bargaining agreement for specifics.

SECTION III. PAID TIME OFF TO VOTE

All employees who are eligible to vote in an election have the right to paid time off from their regular work schedule for the time necessary to appear at the employee's polling place, cast a ballot, and/or return to work on the day of that election.

- In accordance with state law, all employees are permitted to be absent from work for the purpose of a regularly scheduled primary or general election, an election to fill a vacancy in the office of United States senator or United States representative, an election to fill a vacancy in nomination for a constitutional office, an election to fill a vacancy in the office of state senator or state representative, or a presidential nomination primary.
- In order to ensure appropriate staffing levels, employees should inform their supervisor if they need time off work to vote, and work with the supervisor and other co-workers to coordinate timing of their absence.
- Employees may take only as much time as needed to appear at the polling place, vote and then return to work, if within normally scheduled hours.
- Time off to vote will be paid. Employees are not required to use PLT (Paid Leave Time) or other available paid leave.
- Employees who serve as an election judge must give their supervisor 20 days' written notice of their expected absence from work for this purpose. Employees serving as an election judge will be allowed the time off with pay, provided documentation is received from the appointing authority that verifies the actual hours served in this capacity. In turn, compensation received as an election judge must be signed over to the University.

For questions regarding the guidelines, contact the [Benefits Office](mailto:benefits@stthomas.edu) at benefits@stthomas.edu or 651-962-6520.

Reference: MN. Stat. 204C.04 and for election judges MN. Stat. 204B.195