



6 Steps to Draft a “Time Off to Vote” Policy

Draft the Policy: Use a clear and concise policy that outlines:

- 1. Support:** Include a statement of support for active and engaged citizenship.
- 2. Eligibility:** Who is eligible to take time off to vote (e.g., all employees or full-time only).
- 3. Time Allotment:** Specify how much time will be granted to vote (e.g., 2 hours with pay at the beginning or end of a shift).
Below are additional examples:

- A “No Meetings” Day: Direct managers and employees to avoid scheduling meetings or events on election days to offer more flexibility for everyone to get out to vote.
- Flexible Civic Hours: Issue each eligible employee a bank of paid “civic hours” that they can use to vote early, complete and mail absentee ballots, go to the polls, or take part in other defined civic activities such as serving as a poll worker. This approach can work well for both salary and hourly workers.



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- Election Day Off: Establish Election Day during federal elections (this includes presidential and midterm elections) as a paid company holiday or a paid half day — and consider encouraging employees to get more involved by serving as poll workers. (Note: This approach often only benefits salaried employees.)
- Adjusted Operating Hours: Shift business hours to open later or close earlier on Election Day, which will allow hourly staff the flexibility to vote while still enabling them to work a full day or shift.

4. Conditions: Time off granted based upon the employee not having time to vote before or after work, not able to use/access a mail-in ballot, or not able to vote early.

5. Notification Procedure: State how far in advance employees must request time off for voting.

6. Proof of Voting: Specify whether employees need to provide proof (such as a voter receipt) after voting.