

# Policy Templates

## For Employers' Time To Vote Policies



### Template 1: Comprehensive Time to Vote Policy

#### *Purpose/Objective*

[Organization Name] is committed to ensuring that all employees have the opportunity to participate in the democratic process. To facilitate this, we provide paid time off for voting in local, state, and federal elections.

#### *Eligibility*

All employees who are registered voters and do not have sufficient time outside of their work day to vote are eligible for this benefit.

#### *Policy and Procedures*

1. **Amount of Time Off:** Employees may take up to [X] hours of paid leave to vote. This leave can be taken at the beginning or end of the workday, as designated by the employer, unless otherwise mutually agreed.
2. **Notification:** Employees must notify their supervisor at least [Y] working days prior to the Election Day if they require time off to vote.
3. **Coordination:** Employees should coordinate the time off with their supervisor to ensure minimal disruption to work operations.
4. **Timekeeping:** Time off for voting should be reported and coded appropriately on timekeeping records.
5. **Part-Time Employees:** Part-time employees with a regular and recurring schedule, who are regularly scheduled to work on the day of the election, are also eligible under this policy.

#### *Additional Information*

For more information, please contact the [Organization Name] Human Resources Department at [Contact Information].

#### *Compliance*

In accordance with state laws, this policy applies to primary and general elections, as well as any special elections called by the Governor. It does not include school district elections, library district elections, fire district elections, or special town elections. The time off to vote provisions only apply to primary or election days, not to early voting periods.

#### *Posting Requirements*

Not less than ten working days before any Election Day, a notice setting forth the provisions of this policy shall be posted conspicuously in the workplace where it can be seen by employees as they come or go to their place of work. This notice shall remain posted until the close of the polls on Election Day.

# Policy Templates

## For Employers' Time To Vote Policies



### Template 2: Simplified Time to Vote Policy

#### *Purpose*

To ensure that all employees have the opportunity to vote in elections, [Organization Name] provides paid time off for voting.

#### *Eligibility*

This policy applies to all registered voters employed by [Organization Name].

#### *Policy Details*

1. **Paid Leave:** Employees are entitled to up to [X] hours of paid leave to vote in local, state, and federal elections.
2. **Timing:** The time off can be taken at the beginning or end of the workday, as designated by the employer, unless otherwise mutually agreed.
3. **Notification Requirement:** Employees must inform their supervisor at least [Y] working days before the Election Day if they need time off to vote.
4. **Part-Time Employees:** Part-time employees who are scheduled to work on Election Day are also eligible for this benefit.

#### *Compliance*

This policy is in accordance with state laws and applies to primary and general elections, as well as any special elections called by the Governor. It does not cover school district elections, library district elections, fire district elections, or special town elections. The policy is applicable only to primary or election days, not to early voting periods.

#### *Contact Information*

For any questions or additional information, please contact the [Organization Name] Human Resources Department at [Contact Information].

#### *Posting Requirement*

A notice outlining this policy will be posted in a conspicuous place in the workplace at least ten working days before any Election Day and will remain posted until the close of the polls on Election Day.