



# 6 Steps to Implement a “Time Off to Vote” Policy

- 1. Review State and Local Laws:** Check your state and local regulations regarding time off to vote by referring to state voting law surveys. For example, many states have laws requiring employers to provide paid or unpaid time off for voting, and the specifics vary.
  - If your state does have specific regulations in place, take note of these requirements when drafting your company policy to ensure it complies with state and local regulations. Please reach out to [bclb@law.berkeley.edu](mailto:bclb@law.berkeley.edu) if you need assistance with making this determination.
  - With regards to paid/unpaid time off, multi-state employers operating in states with differing laws might consider providing paid time off to vote to all employees to help promote compliance and consistency.
- 2. Garner buy-in from leadership:** Communicate with the executive team about the policy, why it is important for the company, how it aligns with business strategy and responsibility, and provide the opportunity for contribution. Ensure that Human Resources is involved from the beginning.

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- Use the Erb Institute’s CPR Decision Tool & Executive Conversation Guide to workshop the firm’s overall civic engagement approach.
- Time To Vote provides helpful resources and benchmarking to help relay the importance of setting aside time to vote for workers and increasing voter participation in the election process.

**3. Draft the Policy:** Use a clear and concise policy and utilize the drafting guidelines above.

**Berkeley Law offers a template you can use to create your policy.**

*Remember to compare your policy to any state or local regulations you discovered during step one to ensure compliance. Reach out to Berkeley Center for Law & Business for any help.*

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- 4. Communicate the Policy:** This is an important step. Share the policy with your employees. This can be done via company-wide emails, reinforcing the policy through informational sessions or workshops, posting the policy in common areas, or adding it to your employee handbook. Encourage managers to remind employees about their right to take time off to vote as election days approach.

**NOTE:** Some states mandate conspicuous notice of the policy in advance of and through the close of polls on Election Day. Please reach out to [bclb@law.berkeley.edu](mailto:bclb@law.berkeley.edu) if you need assistance with making this determination.

- 5. Provide Flexibility:** Ensure employees understand that the policy allows them to take paid time off during work hours without fear of reprisal. Consider offering additional flexibility on election days, such as late starts or extended breaks, to accommodate longer wait times.

- 6. Track and Monitor:** Ensure your organization is maintaining proper documentation of employees’ requests for time off as well as their proof of voting to help avoid any misunderstandings or miscommunications regarding time off from work. Ensure the policy is applied fairly and consistently across all departments.

By following these steps, you can promote civic participation within your workforce and ensure your organization supports democratic engagement.