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4.400 Hours of Work and Leave (Human Resources)

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December 2011

## 4.431 Time Off to Vote

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### Recommended Citation

"4.431 Time Off to Vote" (2011). *4.400 Hours of Work and Leave (Human Resources)*. 11.  
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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Time Off to Vote</b>  <b>Policy 4.431</b>	
<b>Human Resource Policies</b>		Effective date: <b>December 6, 2011</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	December 6, 2011
Revised			
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of Human Resources	Director of University Human Resources	937-769-1375	All Employees

## I. Introduction and Purpose

Antioch University (“AU” or the “university”) strongly supports the democratic process and university employees, who are eligible to vote in national, state or local elections, are encouraged to exercise those voting privileges. Work schedules normally permit adequate time for employees to vote, either before or after normal working hours. In addition, most states in which AU operates provide “absentee” or “early voting” options for voting.

In cases where voting cannot be accomplished in off duty-hours, absentee voting, or early voting, the university shall grant an employee time off to vote in consideration of provisions of the applicable state law as noted in the policy below.

## II. Policy

University employees who are registered voters in the appropriate locality may be eligible to receive reasonable time off, not to exceed two hours, between the opening and closing of polls, to vote in an election held in the state. In most cases due to the hours worked, part-time employees will not meet the eligibility criteria of this policy as noted herein.

### **III. Guidelines**

- A.** A request to be absent to vote in a federal, state, or local election must be made to the employee's supervisor before 12:00 noon two days before the election. Upon approval, the supervisor may specify the hours during which the employee may be absent and the time off will not include breaks or meal periods.
- B.** If the polls open two hours or more before the employee's work schedule begins or if the polls close two or more hours after the employee's work schedule ends, the employee may not receive time off to vote.
- C.** If absentee or early voting options exist under applicable state law, then employees are expected to make use of such provisions of local law, rather than to take time off work to vote. Therefore, ordinarily, only employees who have experienced a recent schedule change that occurs too late to complete the absentee or early voting process will be eligible to take time off work to vote, and then only if they meet the requirements of section III (A) and (B) above.
- D.** AU employees are allowed vacation or unpaid time off to engage in civic activities associated with serving in an official capacity as part of the federal, state, or local election process on Election Day, as well as any election official training necessary for such service. In such cases, these days will be granted in accordance with the prevailing law in the jurisdiction the assignment is completed.
- E.** All provisions of this policy are meant to comply with federal and state voting laws. In most cases, this policy is more generous than federal and state voting laws. If a conflict should exist, federal or state voting laws will prevail in all cases.