



## Policy and Procedures Manual Application: Full Time Personnel Section A2.10 Voting Leave

### A 2.10 VOTING LEAVE

Per Oklahoma statute, Title 26 7-101, East Central University is committed to giving all employees a reasonable amount of time off with pay for the purpose of voting in national, state, and local elections. Therefore, any registered voter employed at the University may be granted two (2) hours of time during the period when the election is open in which to vote, and if the employee is located in the county or at such distance from the voting place that more than two (2) hours are required in which to attend such elections, then the employee shall be allowed a sufficient time in which to cast his/her vote. No employee shall be entitled to such time to vote unless he/she notifies his immediate supervisor orally or in writing of the intention to be absent on the day preceding the election day. Upon proof of voting, such employee shall not be subject to any loss of compensation or other penalty for such absence. The University shall select the hours which the employees are allowed to attend the elections and shall notify each employee which hours he/she is to have in which to vote. This policy shall not apply to an employee whose work day begins three (3) hours prior to the time of closing the polls. The employer may change the work hours to allow such three (3) hours before the beginning of work or after the work hours. The Act does not apply to school board or bond elections.

