

CORPORATE POLICY

SUBJECT: Voting Time

CATEGORY: Human Resources

ORIGINAL DATE: May 1, 1996

REVIEWED DATE: May 23, 2012

REVISION DATE: September 27, 2017

I. POLICY:

Employees who do not have two continuous hours between the time the polls are open and their shift are entitled to two hours off, with pay, to vote.

For example, if the polls are open from 6:00am to 7:00pm and the employee's scheduled work hours are from 7:00am - 7:00pm, the employee may be granted 2 hours of paid time to vote during the day of the election.

- Employees must give one day's notice of the need for such leave.
- Employer will specify the time of day during which the employee will be permitted time off to vote.
- Employee must provide proof of voting.

II. SCOPE:

All Lake County Health Department and Community Health Center employees.

III. PROCEDURE:

None

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____