

## 8.16 Time Off to Vote

- 1. Purpose** - The Company encourages all employees to fulfill their civic responsibilities and vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours. This policy addresses the protocol for employees who experience conflicts between their scheduled work and polling times.
- 2. Eligibility** – All employees who are eligible to vote, and who are scheduled to work on a statewide or national election day.
- 3. Time Off** - Employees that do not have sufficient time to vote outside of working hours will be provided adequate time off as may be required by state law for the purpose of voting on Election Day, or to request an application for, or execute, an absentee ballot during the office of the clerk's normal business hours. Time off will be without pay for nonexempt employees, unless state law requires otherwise. However, an employee may choose to use available paid time off. The Company may specify the hours during which the employee can be absent.
- 4. Required Notice** - Employees must provide notice of the need for time off under this policy before leave will be taken. Employees who take time off under this policy but do not vote or request an application for an absentee ballot may be subject to disciplinary action.

*Revised October 2024*