



<b>UT Health Science Center: HR0395-H Time Off To Vote</b>	
<b>Version 1</b>	<b>Publication Date: 05/25/2022</b>

<b>No./Title:</b> 395 – TIME OFF TO VOTE	<b>Resp. Office:</b> HUMAN RESOURCES	<b>Effective Date:</b> 03/10/2014
<b>Category:</b> Leave	<b>Last Review:</b> 03/03/2014	<b>Next Review:</b> 03/03/2017
<b>Contact:</b> Human Resources Office	 901.448.5600	 hr@uthsc.edu
<b>Related Policies:</b>		

## PROCEDURE

The University encourages all employees to vote in local, state and national elections and provides employees who are registered voters reasonable time off to vote in an election held in the state.

Employees may receive time off, not to exceed three (3) hours between the opening and closing of polls if the request is made to the supervisor before noon the day prior to the election. The supervisor may specify the hours during which the employee may be absent. If the polls open three (3) hours or more before the employee’s work schedule begins or if the polls close three (3) or more hours after the employee’s work schedule ends, the employee may not receive time off to vote.

The departmental timekeeper has responsibility for recording any time off granted for voting.