

System-wide Policy: HR0395 - Time Off To Vote	
Version: 2	Effective Date: 10/01/2017

HR0395 – Time Off To Vote

Topics:

[Procedures](#)

Objective:

To encourage all university employees to vote in state, national, and local elections.

Policy:

1. All university employees who are registered voters in the state of Tennessee may receive reasonable time off, not to exceed three hours, between the opening and closing of polls, to vote in an election held in the state.
2. A request to be absent must be made to the employee's supervisor before 12:00 noon the day before the election. The supervisor may specify the hours during which the employee may be absent.
3. If the polls open three hours or more before the employee's work schedule begins or if the polls close three or more hours after the employee's work schedule ends, the employee may not receive time off to vote.

PROCEDURES:

Health Science Center:	https://uthsc.policymedical.net/policymed/home/index?ID=de47aa28-16aa-408b-9c96-cb04f232964f&
Space Institute:	http://www.utsi.edu/index.php/utsi-procedures/
Institute of Agriculture:	ag.tennessee.edu/Pages/UTIApolicies.aspx