

Voting Leave	Document No.	
	Effective Date	10-1-11
	Revision Date	5-17-11
	Revision No.	1.0
	No. of Pages	2

1.0 Purpose

This policy establishes guidelines for employees to use voting leave.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
5-17-11	1.0	Policy rewrite.	

3.0 Persons Affected

3.1 Employees who do not have three or more consecutive nonworking hours during the time the polls are open.

4.0 Policy

The policy of Casper College is to ensure the following.

4.1 Employees have paid leave to exercise their right to vote.

4.2 Employees take voting leave in accordance with this policy.

4.3 The college complies with Wyoming State Statutes.

5.0 Definitions

5.1 Voting Leave. This is paid leave for eligible employees to use to vote in local, state, national, or special elections for which they are eligible to vote. The college allots employees one hour of leave, other than during the meal break, for voting leave.

5.2 Supervisor. The person to whom the employee reports and who has managerial responsibility to make decisions regarding the employee.

6.0 Responsibilities

6.1 Employees are responsible for working with their supervisors to use their leave.

6.2 Supervisors are responsible for granting voting leave in compliance with this policy.

6.3 The director of human resources is responsible for ensuring compliance with this policy.

7.0 Procedures

7.1 Taking Leave

7.1.1 The employee requests leave from the supervisor to vote prior to the time requested.

7.1.2 The supervisor grants leave to all eligible employees who wish to vote. Staffing needs will be taken into consideration when determining what time of the day leave will be granted.