If an employee who is a registered voter does not have sufficient time outside of working hours to vote, they will be allotted time off of work to vote in statewide primary and general elections. Up to two hours of absence will be paid. More than two hours will be allowed if necessary, but the employee will need to utilize their accrued vacation time or time off without pay.

An employee who requires voting leave must schedule the absence at least one day in advance with his/her supervisor. A ballot receipt should be given to his/her supervisor on the election day or the following workday.