Policy 4.89
Voting

*This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.89 for the current version.*

Responsible Official:  VP for Human Resources
Administering Division/Department: Human Resources
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Policy Details

To assist employees' in meeting their civic obligation and to allow employees' time to exercise their right to vote.

Employees are encouraged to vote, either before or after work hours. No provisions are made to pay the employee for this time. However, special requests for time off up to two hours must be considered if an employee's work schedule would prevent him/her from voting (such as 12-hour day shift). If the employee's hours of work commence at least two hours after the opening of the polls or end two hours prior to closing of the polls, then additional time off is not required. The department leadership will specify any hours the employee is approved for time off.

Employees who vote in non-local communities should exercise their right to vote by absentee ballot as to avoid unnecessary absences from work.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/4.89](http://policies.emory.edu/4.89)

Revision History

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*