UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-EMP-14 Minor Revision 7

Title: Voting Leave
Description: Leave available to vote in elections.
Category: Human Resources
Applies to: staff,faculty
Contact: Human Resources

Purpose: Policy regarding voting leave.

Policy Statement:

Per Oklahoma statute, 26- O.S. 7–101 the University of Central Oklahoma is committed to giving all employees a reasonable amount of time off with pay for the purpose of voting in national, state, and local elections. Therefore, any registered voter employed at the University shall be granted two (2) hours of time during the period when the election is open in which to vote, and if the employee is located in the county or at such distance from the voting place that more than two (2) hours are required in which to attend such elections, then the employee shall be allowed a sufficient time in which to cast their vote. No employee shall be entitled to such time to vote unless he notifies his immediate supervisor orally or in writing of the intention to be absent, on the day preceding the election day. Upon proof of voting, such employee shall not be subject to any loss of compensation or other penalty for such absence. The University shall select the hours which the employees are to be allowed in which to attend the elections and shall notify each of the employees which hours they are to have in which to vote. This policy shall not apply to an employee whose work day begins three (3) hours or more subsequent to the time of opening of the polls, or ends three (3) hours prior to the time of closing the polls. The employer may change the work hours to allow such three (3) hours before the beginning of work or after the work hours.

Forms:
Leave Request Form

Glossary of Terms:

Legal Citation: 26- O.S. § 7–101
Campus Links: Leave Request Form
FAQs:
Formerly known as:

Approved on: 12/01/2005
Effective date: 12/01/2005
Keyword(s): voting, leave, vote,
Last review date: 10/26/2012
Date posted: Oct 18 2007 10:16AM

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