VOTING TIME OFF

Policy/Procedure

Dickinson College encourages civic engagement and supports employees' participation in the democratic process. This policy provides paid time off for eligible employees to vote in federal, state and local elections when voting cannot reasonably occur outside of scheduled work hours.

The college will provide paid time off to benefit eligible employees to vote in public elections, subject to operational needs and supervisory approval.

Paid Voting Time Off is available as follows:

- Presidential election years: Up to four (4) hours of paid leave on Election Day.
- Non-Presidential election years: Up to two (2) hours of paid leave on Election Day.

Employees are encouraged to vote before and after their regularly scheduled work hours when possible. Voting time off should be used only when an employee's work schedule would otherwise prevent them from having sufficient time to vote.

Time off to vote should be requested in advance and scheduled to minimize disruption to the department. Nonexempt employees should record their time as regular hours.

History/Revision Information

Responsible Division/Office: Human Resource Services

Approval Date: September 2026

Effective Date: September 2026

Last Amended Date:

Also Found In: