



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
1**

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SUBJECT

LEAVES OF ABSENCE

SUB-TOPIC

VOTING ABSENCE

When it is not possible for an employee to exercise his/her voting privilege before or after regular working hours on an official election day, supervisors may verbally authorize a reasonable period of time for voting during that employee's working hours. This period should be reported as time worked, with no reduction in vacation allowance or salary. All employees are eligible for this leave.