



SUBJECT:	Voting Time Off
POLICY NO:	IV:16
APPLICABLE TO:	All Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	June 1, 1991
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

According to Minnesota state law, all employees who are eligible to vote in a regularly scheduled state primary or general election, an election to fill a vacancy in the Office of United States Senator or Representative, a special election to fill a legislative seat, or a presidential primary, unless it is conducted by mail, are entitled to absent themselves from their work for purpose of voting without penalty of deduction from the employee's salary or wages on account of such absence.

Election polls are open from 7:00 a.m. to 8:00 p.m. in Minnesota. Most employees should be able to arrange their time to vote without being late for work or leaving early. If specific circumstances make it difficult for an employee to vote outside working hours, he/she may request of his/her supervisor/manager to be allowed voting time off. Supervisors/managers should use discretion when considering individual circumstances which require time off for voting.

II. PROCEDURE:

- A. The employee must advise his/her department supervisor/manager of the need for time off prior to Election Day.
- B. If absence will occur in the forenoon, the department supervisor/manager will advise the employee of the specific approved time off for voting privilege. Employees must report to their immediate supervisor/manager upon return to work.
- C. Approved time off should be reported on the employee's online timesheet using the pay code of "Other" and a notation of "Voting Time Off" in the comments.
- D. Under normal circumstances, voting should be accomplished within one and one-half hours.