

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
OFFICE OF HUMAN RESOURCES
POLICY AND PROCEDURES MEMORANDUM**

TIME OFF FOR VOTING

DATE: April 20, 2007

1. PURPOSE

This policy provides employees with time off to vote.

2. POLICY

When it is not possible for an employee to vote before or after normal working hours on a national, state or local election day, supervisors are authorized to grant a reasonable period of time off for voting, based on circumstances. All employees are eligible for time off to vote.

Employees should be currently registered voters in order to use this leave. Employees are encouraged to take advantage of early voting periods which have extended voting hours.

3. PROCEDURES

3.1 Time off should be requested in advance and approved by the supervisor, when it is not possible for an employee to vote before or after regular work hours.

3.2 Employees should show the time away from work as Emergency Leave and provide as an explanation on the Leave Request form and the Time Record: *Time off for voting per UTPB policy.*

3.3 Time off taken by an employee to vote that is in compliance with this policy will not be counted against the employee's personal leave.

4. AUTHORITY

Texas Government Code, § 661.914

5. APPLICATION

This policy applies to The University of Texas of the Permian Basin.