

VOTING LEAVE

A probationary or permanent employee may be granted time off without loss of pay, annual leave or sick leave when voting in a primary, general or special election which falls in his regular scheduled work day, provided not more than two hours of leave shall be allowed to vote in the parish where he is employed and not more than one day to vote in another parish.

University employees whose scheduled work day is between the hours of 7:30 a.m. to 5:00 p.m. on an election day, and who are unable to vote prior to or after their work day, shall be allowed, upon request of the employee and approval of the department head, time off with pay for voting.

The department head will have the discretion of determining the amount and when time off will be granted during the election day. Nothing in this policy would prevent a department head from inquiring as to the reasons why the employee cannot vote prior to or after the work day.