


Category:	Compensation and Benefits	INCA Community Services Personnel Policy 
Sub Category:	Leave Usage	
Effective Date:	1984	
Revised Date:	7/18	
Reference:	Oklahoma Stat. 26-7-101	
Responsible: Human Resource Director, Program Directors, and Supervisors		

Voting Leave Policy

Purpose

Voting leave is a benefit extended to employees of INCA Community Services. Leave represents money for both the agency and the employee and must be stringently controlled. In order to maintain a high state of morale, employees must be authorized leave throughout the year, dependent upon mission requirements and funding.

Policy

When an election occurs employees are eligible for up to two (2) hours of Administrative Leave to participate in voting if the employee does not have three (3) hours before or after his or her shift begins or ends in which to vote while the polls are open. It is the responsibility of the employee to utilize this leave in a fair and concise way.

Eligible Employees

A regular Full-Time and Full-Time/Part-Time Employee is eligible for voting benefits. Exception will be when program funds are not available for the employee position held. In these situations benefit package given will be clearly outlined in job description and terms of employment.

Employees who are not classified as regular Full-Time or Full-Time/Part-Time Employees should inform their direct supervisor if they need an adjustment to their schedule to allow adequate time to vote.

Guidelines

- The Direct Supervisor may dictate when an employee takes voting leave or may adjust employees schedule so that employees have three (3) hours before or after their shift in which to vote while the polls are open.
- Employees must present proof of voting.
- Compensation will be based on the regular rate of pay.
- Time will not exceed two hours.
- If an election occurs on a non-scheduled work day, holiday, or vacation, the employee shall not be entitled to voting pay.
- Voting leave is not charged to accrued sick or vacation leave.
The voting time herein provided for applies only when the election does require time off from the regular scheduled work day.
- The agency may require verification of the need for the leave.

Dissemination of Policy
The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.