Tennessee Technological University
Policy No. 614

Voting Leave

Effective Date: January 1, 2014
Policy No: 614  
Policy Name: Voting Leave  
Policy Subject: Voting Leave  
Date Revised: January 1, 2014  

I. Purpose  
This policy establishes the conditions for voting leave.  

II. Review  
This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by Associate Vice President of Human Resources with recommendations for revision presented to Vice President for Planning and Finance.  

III. Policy/Procedure  
It is the policy of Tennessee Tech University to provide employees time off to vote in state, national, and local elections and to establish a procedure for reporting the time missed from work.  

Employees who are registered voters may receive reasonable time off to vote if they request such time off before 12:00 noon the day before the election. The supervisor may specify the hours during which the employee may be absent to vote, and the time off may not exceed three hours. No time off will be granted if the polls in the county where the employee is a resident are open three (3) or more hours before the employee is scheduled to begin work or if the polls close three (3) or more hours after the employee's work schedule ends.  

Time off to vote shall be recorded as non-duty pay hours. Time off to vote is recorded for non-exempt employees as non-worked time when calculating overtime.  

In accordance with T.C.A. § 2-9-103, any full-time employee appointed by a county election commission to work part-time as a voting machine technician, shall be granted unpaid leave for the day(s) required for the technician's duties. Supporting documentation may be required by the appropriate approving authority for the period of duty.  

An employer may not require the employee to use accrued annual leave and/or compensatory time for this period. However, either may be used at the employee's option.  

IV. Interpretation  
The Associate Vice President of Human Resources or his/her designee has the final authority to interpret the terms of this policy.  

V. Citation of authority for policy
T.C.A. § 2-1-106; TBR Policy 50-01-01-02