



Unified Government Human Resources Guide

Effective 04-01-05

TIME OFF TO VOTE

- I. General: Employees who desire to vote are expected to do so before or after their workday or on their own time, except as stated below.
- II. Policy
 - A. The polls in Wyandotte County are open from 7:00 a.m. to 7:00 p.m. Because for most employees the polls are open for two consecutive hours before or after their workday, the Unified Government generally does not grant time off to vote. Time off to vote will be granted only to employees who are required to report to work before 9:00 a.m. and to remain at work after 5:00 p.m.
 - B. Eligible employees will be allowed time off to vote in an amount sufficient to complete a consecutive 2-hour block of time beginning at the time the polls open or ending when they close. For example, an employee who is required to report to work at 8:00 a.m. and to work until 6:00 p.m. will be granted time off to vote either between 8:00 and 9:00 a.m. or between 5:00 and 6:00 p.m. The department head may permit an eligible employee to take off two consecutive hours to vote at other times during the workday when required by the needs of the department. (The employee's regular lunch period shall not count as part of the two consecutive hours.)
 - C. Time off to vote for eligible employees under this policy shall be paid.
 - D. Eligible employees shall request time off to vote in advance of election day if possible.