## **Employee Voting Leave Policy**

[Company Name] recognizes the importance of civic engagement and encourages all employees to exercise their right to vote. This Employee Voting Leave Policy is established to provide eligible employees with the opportunity to participate in the democratic process without any adverse impact on their employment.

### **1. Eligibility**

1.1 Regular Employees:

* This policy applies to all regular full-time and part-time employees.

1.2 Temporary and Contract Employees:

* Temporary and contract employees may be eligible for voting leave in accordance with applicable laws and regulations.

### **2. Voting Leave Entitlement**

2.1 Time Off Allowance:

* Employees are entitled to take reasonable time off to vote in any local, state, or federal election.

2.2 Paid or Unpaid Leave:

* Employees may use available paid time off (e.g., vacation, personal days) for voting leave. If paid time off is not available, employees may request unpaid time off for voting purposes.

### **3. Requesting Voting Leave**

3.1 Advance Notice:

* Employees are encouraged to provide advance notice to their immediate supervisor or manager of their intention to take voting leave.

3.2 Time Frame:

* Employees should request voting leave within a reasonable time frame, taking into consideration the voting hours and location.

### **4. Verification of Voting**

4.1 Proof of Voting:

* Upon returning to work, employees may be required to provide proof of voting, such as an "I Voted" sticker or a receipt, if applicable and allowed by local laws.

### **5. Protection Against Retaliation**

5.1 Non-Retaliation:

* [Company Name] prohibits any form of retaliation against employees who take voting leave in accordance with this policy.

### **6. Compliance with Laws**

6.1 Legal Requirements:

* This policy is in compliance with all applicable local, state, and federal laws related to employee voting rights.

### **7. Communication and Training**

7.1 Policy Awareness:

* [Company Name] will communicate this policy to all employees and provide training on the procedures for requesting and utilizing voting leave.

7.2 Distribution of Policy:

* This policy will be distributed to all employees and made available in the employee handbook and other relevant communication channels.

### **8. Review and Revision of Policy**

8.1 Periodic Review:

* This policy will be reviewed periodically to ensure its continued relevance and compliance with legal requirements.

8.2 Amendments:

* Any amendments to this policy will be communicated to employees in a timely and transparent manner.

### **9. Additional Resources**

9.1 Voter Registration Information:

* [Company Name] may provide employees with information on voter registration and relevant resources to support their civic engagement.