

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.805 Time Off for Voting	

Policy Statement.

Employees are expected to use early voting before or after working hours or on weekends prior to election day or to vote before or after working hours on election day. However, in unusual circumstances, when it is not possible for an employee to vote before or after his/her regular working hours, it is the policy of the health science center to grant a reasonable period of time off during the regular workday for voting on an official Election Day.

Application of Policy.

Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

1. This time should be reported as time worked and is not charged against vacation leave, comp time or salary. The employee shall provide a signed statement, to be maintained with their monthly leave records for the applicable month, indicating the specific circumstances which require them to request time off for voting during the work day.

Responsible Party

Departmental
Timekeeper

References and Cross-references.

Texas Election Code, § 276.004
Texas Government Code, § 661.914

Forms and Tools.

None

Approved: 9/1/2006

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Revised: