

Staff Personnel Manual (SPP)

SPP 704–01: Voting Leave Benefits

Effective: 7/1/1984

Revised: 7/1/2012

Purpose

To allow employees to be absent from work for voting

Sources

Arizona Revised Statutes § 16–402

Arizona Board of Regents Policy Manual - 6–807

Eligibility

All employees

Policy

The university will provide paid time off for voting purposes to [employees](#) entitled to vote in a primary or general election in Arizona if the polls:

1. open less than three hours before the beginning of the employee's regular work shift

or

2. close less than three hours after the end of the employee's regular work shift.

An employee must request and receive the administrative official's approval for the leave before election day.

Requesting Time

Nonexempt (Hourly) Employees

Nonexempt employees should request time by completing a Request for Time Off form and submitting it to the supervisor. If the form is not used, the request needs to be sent via e-mail to the supervisor.

Exempt (Salaried) Employees

An exempt employee should request time by initiating an e-mail to his or her supervisor.

Supervisor

The supervisor must respond to the employee's request with either an approval or denial and must forward the information to the Department Time Administrator (DTA).

Department Time Administrator

Department Time Administrators should compare approved requests against actual recorded time to ensure accurate processing. The DTA needs to maintain approval documentation for review and audit for a period of three fiscal years.

Note: Departments may establish a different method to request and record time off as long as that method includes creating and maintaining documentation that the supervisor approved the time and that the time was accurately processed by the Department Time Administrator.