



### I. 4.7.19 Time Off for Voting

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.7 Work and Leave Administration	Date Last Reviewed: January 2003
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: January 2003

### II. Purpose

To establish procedures for employees of UT Health San Antonio to request time off for voting.

### III. Scope

This policy applies to all UT Health San Antonio (UTHSA) faculty, staff, students, residents, health care providers, researchers, or any other individual employed by UTHSA.

### IV. Policy

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### V. Policy

#### A. General Policy

When it is not possible for an employee to vote before or after normal working hours on a national, state or local election day, supervisors are authorized to grant a reasonable period of time off for voting. All employees are eligible for time off to vote.

Employees should be currently registered voters in order to use this leave. Employees are encouraged to take advantage of early voting periods that have extended voting hours.

#### B. Procedures

Time off should be requested in advance and approved by the supervisor, when it is not possible for an employee to vote before or after regular work hours.

No reduction in vacation allowance or salary will be made for the time taken to vote as long as supervisory approval is obtained.

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**VI. Definitions**

*There are no defined terms used in this Policy.*

**VII. Related References**

*There are no related documents associated with this Policy.*

**VIII. Review and Approval History**

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
11/2000	Policy Origination		
01/2003	Policy Revision		