Policy 3004

From Human Resources

Revision as of 13:32, 26 March 2009 by Luebbm1 (Talk | contribs)
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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Voting - Request for Leave **Policy Number**: 3004 **Chapter Title**: Working Hours **Effective Date**: July 1, 2005 **Supersedes Policy Number** 3004 **Dated** March 1, 2005
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

In accordance with sections 115.639 and 115.102 of the revised statues of Missouri (RSMo), the department encourages employees to exercise their privileges and duties as citizens, including their right to vote. Employees who do not have sufficient time outside their normal work schedules to vote may request time off to vote in accordance with the guidelines outlined below.

PROVISIONS/REQUIREMENTS

1. Only registered voters are eligible for paid voting leave.

2. An employee who requests time off to vote in a general or primary election is entitled, if eligible, to paid leave at the beginning or end of his/her shift of up to three successive

nonworking hours when the polls are open. To be eligible, the employee must be scheduled to work so that there are not three successive non-working hours while the polls are open and the employee must request time off in advance of the election day with their immediate supervisor. The supervisor may adjust the work schedule accordingly.

3. The department does not consider paid voting leave as time worked for purposes of computing overtime pay. The supervisor cannot schedule overtime on election days without first making sure that the overtime does not interfere with the affected employee's voting rights.

4. An employee requesting voting leave is responsible for having his/her current voter registration card available for the supervisor to review.

5. The supervisor is responsible for verifying eligibility, approving, and scheduling voting request leaves.

6. The department will not provide paid time off for an employee to work the polls and/or to act as an election judge; however, the employee can use annual or compensatory leave. An employee must notify his/her supervisor seven days in advance of election day that he/she must be absent from work on election day to serve as an election judge.

CROSS REFERENCES

Revised statutes of Missouri (RSMo) Section 115.639 (http://www.moga.mo.gov/statutes/C100-199/1150000639.HTM)

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