

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Voting Policy

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BOARD OF TRUSTEE APPROVAL: 4/23/2025

EFFECTIVE DATE: 4/24/2025

Highland Community College encourages employees to participate in the political process by voting in local, county, state, and national elections. This policy provides guidelines for staff to request paid time off for voting in local, county, state, and national elections.

Employees are encouraged to exercise their right to vote, and, whenever possible, to vote during nonworking hours or by absentee ballot when appropriate. Please refer to county websites for poll hours and the absentee ballot process.

During early voting or on Election Day, employees who are registered to vote may be absent from work for a reasonable paid period of time, not to exceed three hours to vote. However, if the employee's schedule begins three hours or more after the opening of the polls or ends three hours or more before the closing of the polls the department is not required to approve time off from work to vote.

If an employee requests time off to vote during early voting, that request must be made no later than three scheduled work days prior to the early voting day. If an employee requests time off to vote on Election Day, that request must be made no later than noon the day prior to Election Day. The supervisor must review and approve/deny promptly. The supervisor may specify the hours during which the employee may be absent to vote, when needed.