

## **Election Leave**

Employees who do not have sufficient time outside of working hours to vote in statewide elections may take up to two (2) hours of paid time off at the beginning or end of the work shift. Sufficient time is defined as four (4) consecutive non-working hours between the opening of polls and the beginning of the work shift, or between the end of the work shift and the closing of polls. Employees must provide notice of their intent to take this time off no more than ten (10), but not fewer than two (2) working days before the election.