sample Voting Leave Policy

this policy is optional

**Paid Leave.** The Company allows every employee who is an eligible voter to be absent from work, with pay, on election day for the purpose of attending the polls to vote; provided, however, such absence is allowed only if the polls are not open on election day for two (2) consecutive hours outside of the employee’s working hours.

**Amount of Leave.** An employee can be absent from work pursuant to this Voting Leave Policy for no longer than two (2) consecutive hours; provided, however, if the leave taken is at the beginning or end of an employee’s working hours, the amount of time allowed for an absence is two (2) hours less the amount of time the polls are open immediately prior to or after the employee’s working hours (as the case may be).

**Scheduling of Leave.** An employee should provide as much notice as possible to the Company before taking leave under this Voting Leave Policy. Scheduling of the voting leave shall be at the Company’s discretion, so long as it is between the time of opening and closing of the polls, except such time shall not include any time during an employee’s regular lunch period.

**Evidence of Voting.** At the Company’s discretion, an employee may be required to provide proof that he or she actually voted while taking leave under this Voting Leave Policy.