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OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 2208      VOTING LEAVE**

- 1.0 Oklahoma City Community College grants Eligible Employees time off with pay for voting in state, local and national elections, pursuant to Oklahoma law and the following procedures.
- 2.0 DEFINITION:
  - 2.1 Eligible Employee: For purposes of this Policy, “Eligible Employee” means an employee of Oklahoma City Community College whose work day begins less than three hours after the polls open and ends less than three hours before the polls close, and who notifies his or her supervisor orally or in writing the day preceding the election of the employee’s intention to be absent; and who provides proof of voting.
- 3.0 Except as provided in Paragraph 5.0 below, Eligible Employees who comply with the procedure in Paragraph 4.0 are granted two (2) hours time off with pay for voting in state, local and national elections. Eligible Employees at such a distance from the voting place that more than two (2) hours are required to enable the employee to vote shall be given sufficient time off with pay to cast a ballot.
- 4.0 PROCEDURE:
  - 4.1 Eligible Employees must notify their supervisor the day before the election of their intention to use voting leave. Notice may be written or oral.
  - 4.2 The Eligible Employee’s supervisor selects the hours during which the Eligible Employee may take leave to vote and shall notify each Eligible Employee of the hours during which he or she is granted time in which to vote.
  - 4.3 After the Eligible Employee provides proof of voting, the Eligible Employee will not be subject to any loss of compensation, adjustment to vacation or personal leave balance or other penalty for such absence.
- 5.0 As an alternative to providing Voting Leave, OCCC reserves the right to alter any employee’s work schedule on election days to allow three hours before or after the beginning of work during which time the polls are open.

Effective: July 1, 2007