



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-2001	Policy Title:	Voting Leave
Effective:	Prior to 2007	Responsible Office:	Human Resources
Date Approved:		Approval:	EVP and Chief Operating Officer
Replaces Policy Dated:	N/A	Responsible University Official:	Senior Assoc. VP for Human Resources

SCOPE:

This policy applies to the University of Richmond Employees and all of its Affiliates. As used in this policy, “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

HRM-2001.1 – Definitions

Employee: All regular and limited term full and part time faculty and staff. Temporary faculty and staff are not included.

HRM-2001 – Voting Leave Policy

HRM 2001.2 – Policy

University of Richmond encourages employees to fulfill their civic responsibilities by voting. Employees are expected to vote before or after working hours on election days. However, the University will grant leave with pay, up to a maximum of two hours, for voting on election days if the employee's work schedule prevents her/him from voting during non-working hours.

If an employee knows in advance that time off will be necessary to vote on an election day, he or she must request voting leave from his or her supervisor at least two working days prior to the day of the election. Hours should be recorded as regular hours. Any additional time off will be without pay.

RELATED POLICIES:

POLICY BACKGROUND:

Original policy date unknown. Current policy has been in effect since before 2007.

POLICY CONTACTS:

Senior Associate VP for Human Resources