PROCEDURES MEMORANDUM

TO:        MCC Staff
FROM:      Office of the President
SUBJECT:   Time Off for Voting
DATE:      July 25, 2014

PURPOSE:   To establish the procedure used for granting employees time off for voting.

SCOPE:     This procedure applies to all employees at the College.

1. Conditions Under Which Employees May Leave Work to Vote

   A. Any employee entitled to vote at any public election who, due to employment, does
      not have two consecutive hours available for voting in the period between the
      opening and closing of the polls, shall be allowed time off by his or her supervisor in
      order to vote. Such time off shall not affect the employee’s usual salary or wages.

   B. The employee’s supervisor shall reserve the right to specify the time during the work
      schedule that the employee may be absent for purposes of voting.

   C. The employee must make a request for such leave to his or her supervisor at least one
      day (24 hours) prior to the day on which the election is held.

Adopted 11/25/87; Revised 1/1/00; 3/4/08; 10/30/08; Reviewed 7/25/14 but no changes;
Reviewed 8/29/22 (no content changes; fixed formatting)