

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Time Off for Voting

DATE: October 30, 2008

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