

POLICY 421 LEAVES – VOTING

- 1. Purpose.** To encourage employees to fulfill their civic responsibilities by participating in elections.
2. Time Off to Vote.
 - 2.1 If employees are unable to vote in an election during their nonworking hours, Eau Claire County will grant up to 3 consecutive hours of unpaid time off to vote, in compliance with Wis. Stat. §6.76.
 - 2.2 Eau Claire County may specify the time during the day that leave can be taken.
3. Requesting Time Off.
 - 3.1 Employees are to request time off to vote from their supervisor at least two working days prior to Election Day.
 - 3.2 Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift or at another alternative time; whichever provides the least disruption to the normal work schedule.
 - 3.3 Employees are not entitled to paid leave. Employees who choose to exercise their right to take time off from work to vote may use accumulated paid benefit time or the absence may be treated as excused without pay.

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Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

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