

@CompanyName Time Off for Voting

Purpose

The purpose of this policy is to encourage and facilitate employees' participation in the democratic process by providing them with time off to vote.

Eligibility

All employees who are registered to vote and who are scheduled to work on Election Day are eligible for time off to vote.

Duration

Employees are entitled to take up to two hours of paid time off to vote on Election Day. This time off can be taken at the beginning or end of their scheduled workday, as determined by the supervisor and the HR department.

Notification

Employees must notify their supervisor at least two days in advance of their intention to take time off to vote. This notification should include the expected duration of the absence and the time of day the employee plans to vote.

Documentation

Employees may be required to provide documentation of their voter registration and the location of their polling place.

Returning to Work

Employees who take time off to vote are expected to return to work following their approved absence. Employees who require additional time off may request vacation time or unpaid leave at the discretion of the supervisor and the HR department.

Conclusion

We believe that it is important for our employees to have the opportunity to exercise their right to vote. By providing time off to vote, we hope to encourage and facilitate employee participation in the democratic process. We encourage all employees to take advantage of this policy and to fulfill their civic duty to vote.