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Policy Information

Effective Date:

September 1, 1988

Last Revised Date:

January, 2020

Reference:

Classified Staff Human Resources Policy Manual 208.4

University Handbook for Appointed Personnel 8.04.10

University Staff Manual 3-115

Responsible Unit:

Human Resources

Email:

hadmin@email.arizona.edu [1]

Scope

Voting leave is available to all employees, as provided per Arizona State Statute § 16-402.

Policy

All employees are granted a reasonable absence with pay in order to vote in a general or special election if the polls:

- open less than three (3) hours before your regular work shift, or
- close less than three (3) hours after the end of your regular work shift.

Employees must request voting absence prior to election day. The supervisor may specify the time of day when the employee may be absent.

Related Information*

Arizona Board of Regents Policy 6-807 Administrative Leave [2]

Arizona Revised Statutes 16-402. Absence from Employment for Purpose of Voting [3]

Revision History*

12/01/2023: Updated responsible unit email address.

03/01/2023: Replaced *Division of Human Resources* with *Human Resources*.

Source URL:<https://policy.arizona.edu/employment-human-resources/voting-leave>

Links

[1] <mailto:hradmin@email.arizona.edu> [2] <https://public.powerdms.com/ABOR/documents/1499340>

[3] <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/16/00402.htm>