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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:**
hradmin@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*
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