



Sample Time Off to Vote Policy

Background

The standard elements of any time off to vote policy include:

- A statement of support for active and engaged citizenship
- The number of hours granted, usually two hours with pay
- Time off granted conditioned on the employee not having time to vote before or after work on Election Day, not able to readily use or access an absentee/ mail ballot, or vote early
- A requirement that the employee notify their supervisor before the Election Day

Visit the [NOLO Law for All](#) website to review the minimum standards, if any, set for time off to vote in your state.

Sample Policies

Sample Policy #1

Because *[Nonprofit Name]* has a continuing interest in encouraging active and engaged citizenship, you are urged to vote in local, state, and national elections either before or after work hours on Election Day or by early voting by mail or in-person. If you do not have sufficient time outside of working hours within which to vote, you will be allowed to take up to two hours off with pay for this purpose. Such time off should be taken at the beginning or end of your regular shift, whichever allows for more free time to vote.

To receive time off for voting, you must advise your supervisor that you will need time off at least *[two to five]* business days before Election Day, receive approval from your supervisor, and present a voter's receipt to your supervisor. No action will be taken against any employee in any manner for requesting or taking any time off as provided for in this policy.

Sample Policy #2

[Nonprofit Name] encourages its employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule or voting by mail. If employees are unable to vote in an election during non-working hours, the company will grant up to two hours paid time off so that employees may vote.

Employees should request time off to vote from their advisor at least *[two to five]* working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.



Sample Time Off to Vote Policy

Sample Policy #3

In furtherance of our civic mission/support for active citizenship, *[Nonprofit Name]* encourages all employees who are eligible to vote to register and vote in federal, state, and local elections.

Congruent with *[State Name]* state law, employees who are not able to vote before or after normal working hours on Election Day or in advance of the election by mail or in-person early voting may have up to two consecutive hours of leave without loss of compensation during polling hours in order to vote. Where possible time off to vote should be taken at the beginning or end of your regular working hours.

Employees who need time off to vote must make a request by e-mail or in writing at least *[two to five]* business days in advance. The request for leave should clearly state that the employee needs time off in order to vote.

Employees will not be disciplined for taking voting leave or for failing to vote.