



**8.2.4R**

Volume# 8 Human Resources

Chapter 2, Chapter Title: Employee Benefits

Section 4, Regulation Name: Election Days

Approval Authority: President

Responsible Executive: Director of Human Resources

Responsible Office(s): Human Resources

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## Election Days

### Regulation Statement

Eastern Kentucky University strongly encourages all eligible employees to participate in the democratic process by exercising their right to vote, the University will allow regular full time employees approved time off to vote. Regular employees will be given up to four hours off to vote on Election Day, with one hour to be with pay.

### Entities Affected by the Regulation

All regular full-time employees are affected by this policy.

### Who Should Read this Regulation

All regular full-time employees.

### Regulation Background

N/A

### Definitions

**Regular full time employees**

Full time employees are those hired into a 25 hour, or greater, assignment and are eligible to participate in all University provided benefits. A full-time staff employee is one that is scheduled to work 37.5 hours with the exception of Facility Services and Public Safety, which are 40 hours per week.

University

Eastern Kentucky University

## Responsibilities

<b>Employee Responsibility</b>	<ul style="list-style-type: none"><li>• An employee shall schedule specific time away from work with his/her supervisor.</li></ul>
<b>Supervisor</b>	<ul style="list-style-type: none"><li>• Supervisor is responsible for scheduling the election time.</li></ul>
<b>HR Staff</b>	<ul style="list-style-type: none"><li>• HR Staff is responsible to provide information and to clarify issues related to this policy.</li></ul>

## Procedures

Under the Kentucky election Law, employers must allow employees who are entitled to vote to take up to four hours off, with one hour to be with pay, in order to vote or to apply for an absentee ballot, provided the employee applies for the time off prior to Election Day.

## Violations of the Regulation

Employees not properly scheduling election time with the supervisor or taking more time than authorized are subject to disciplinary action.

## Interpreting Authority

Director of Human Resources

## Statutory or Regulatory References

KRS 118.035 Hours polls to be open -- Employees to be allowed time off to vote, to apply for or execute absentee ballot, and to serve or train to be election officer.

## Relevant Links

Not applicable.

## Policy Adoption Review and Approval

Approved BOR 8/1/02 as part of staff handbook