


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 435.11	
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	Last Revision Date:	09-30-93
Effective Date:		
Section:	Personnel	Subject: Voting Leave

PURPOSE

All employees are encouraged to exercise their voting rights.

PROCEDURE

1. Employees entitled to vote at a primary or general election may on the day of election absent themselves from their College duties for the purpose of voting if there are less than three (3) consecutive hours between the opening of the polls and the beginning of the workday or between the end of the workday and the closing of the polls.
2. The number of hours absent when added to the time difference between work hours and the opening and closing of the polls will equal no more than three (3) consecutive hours.
3. A request for voting leave will be made to the supervisor prior to the day of election; the supervisor may specify the hours during which the employee may take voting leave.

Reference: A.R.S. § 16-402