

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: B-9
SECTION: Personnel Division
DATE: February 12, 2009
SUPERSEDES: Green Book 308
TITLE: Time Off to Vote Policy

PURPOSE

To establish a policy regarding an employee's ability to take time off from work to vote.

DEFINITION

SCFPD encourages employees to fulfill their civic responsibilities by participating in elections.

No federal law requires employers to grant leave for the purpose of voting. Most states have laws that do. In California the following State Law applies:

California—Election Code § 14000—Employer must allow time unless employee has two hours before or after shift to vote; employee must give two working days notice.

Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, SCFPD will grant up to one hour of paid time off to vote. Additional time off will be without pay or they may use appropriate accrued leave time. Shift personnel working our current 48/96 schedule are encouraged to vote by absentee ballot.

PROCEDURE

Employees should request time off to vote from their supervisor at least two working days prior to election day by completing a time off request form. Advance notice is required so that the necessary time off can be scheduled in a manner that provides the least disruption to the normal work schedule.

At no time will apparatus be moved out of their response area or out of the District to allow an employee to vote.

Written by: Chief Steve Mayotte

Approved by: _____

Date: May 26, 2009