



Manual: Human Resources

Section: Employment

Number: 122

Policy  Procedure

Title: Election - Time Off to Vote

<b>Originator:</b> Human Resources	<b>Committee Approval(s)</b> Standards Committee	<b>Date(s)</b> 07/23/12
<b>Current Content Expert:</b>		
<b>Department Head:</b> Kacee Cabanting		
<b>Executive Management Team Member:</b> Susan Burrows, VP Human Resources	<b>Medical Executive Committee Approval</b> <b>Date:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Reviewed (no changes) Track: <input type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> D	<b>Board of Directors Approval</b> <b>Date:</b>	
<b>Replaces:</b> 07/99, 01/02, 05/05, 04/07, 06/07, 08/11	<b>Effective Date:</b>	07/23/12

**I. PURPOSE:**

CHOC Children's will comply with California regulations to allow Associates enough time off from work in order to vote in a statewide election when there is insufficient hours outside of working time.

**II. POLICY:**

- A.** If an Associate does not have sufficient time outside of working hours to vote at a statewide election, the Associate may take off enough working time, which when added to the voting time available outside of working hours, will enable the Associate to vote. Up to two hours of the time taken off for voting shall be without loss of pay.
- B.** Associates are encouraged to take the time off for voting at the beginning or end of the regular working shift in order to allow for the most free time for voting and the least time off from the regular working shift.
- C.** In order to be granted time off to vote, an Associate must request the time off at least two working days in advance of the election.