



Manual: Human Resources

Section: Employment

Number: HR122v8

Policy **Procedure**

Title: Election - Time Off to Vote

<p>Current Content Expert: Kathleen Wilkinson, Director of HR Operations & Associate Wellness Officer</p> <p>Department Head: Mark Steiman, Vice President Chief Human Resources Officer</p>	<table border="1"> <thead> <tr> <th>Committee Approval(s)</th> <th>Date(s)</th> </tr> </thead> <tbody> <tr> <td>HR Strategy Team</td> <td>02/28/24</td> </tr> <tr> <td>P&P Coordinating Committee</td> <td>03/12/24</td> </tr> </tbody> </table>	Committee Approval(s)	Date(s)	HR Strategy Team	02/28/24	P&P Coordinating Committee	03/12/24
Committee Approval(s)	Date(s)						
HR Strategy Team	02/28/24						
P&P Coordinating Committee	03/12/24						
<p>Executive Management Team Member: Mark Steiman, Vice President Chief Human Resources Officer</p> <p><input type="checkbox"/> New <input type="checkbox"/> Revised <input checked="" type="checkbox"/> Reviewed (no changes)</p> <p>Track: <input type="checkbox"/> A <input checked="" type="checkbox"/> C</p> <p>Replaces: 07/99, 01/02, 05/05, 04/07, 06/07, 08/11, 07/12, 02/19, 05/20, 12/22</p>	<p>Medical Executive Committee Approval Date: n/a</p> <p>Board of Directors Approval Date: 03/12/24</p> <p>Effective Date: 03/22/24</p>						

I. PURPOSE:

CHOC will comply with California regulations to allow associates enough time off from work in order to vote in a statewide election when there are insufficient hours outside of working time.

II. POLICY:

- A.** If an associate does not have sufficient time outside of working hours to vote in 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. The associate will be paid their regular wages for up to two (2) hours of the time taken off for voting.
- 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 sufficient 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 in Workday at least two (2) working days in advance of the election.

REVISION HISTORY			
Number	Date	Author	Revision / Updates
HR122v7	12/05/2022	K. Wilkinson	Reviewed with no changes, addendum added
HR122v8	02/29/2024	K. Wilkinson	Addendum add section Kansas (KS) associates only: Voting time is required to vote at a county-conducted election. The associate should provide advance notice.

Addendum

Arizona (AZ) associates only: Up to three (3) consecutive hours must be provided to associates to vote in a primary or general election if the associate does not have three (3) consecutive hours available before or after a shift; notice must be given before election day.

Georgia (GA) associates only: Voting time is required to vote in any municipal, county, State or federal political party primary or election.

Kansas (KS) associates only: Voting time is required to vote at a county-conducted election. The associate should provide advance notice.

Missouri (MO) associates only: Up to three (3) consecutive hours must be provided to associates to vote in a primary or general election if the associate does not have three (3) consecutive hours available before or after a shift; notice must be given before election day.

Nevada (NV) associates only: If the distance between the voter's place of employment is more than 10 miles, the associate may take up to three (3) hours of leave if it is impracticable for the associate to vote before or after working hours.

Tennessee (TN) associates only: Up to three (3) consecutive hours must be provided to associates to vote if the associate does not have three (3) consecutive hours available before or after a shift; notice must be given before 12 PM the day before the election.

Texas (TX) associates only: An associate that does not have two (2) consecutive hours before or after work to vote is eligible for a "reasonable" amount of time off to vote.