



SNU Policy: Voting Leave Policy

SNU Policy ID: Benefit Information D-13

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Business and Finance

Approval Date: May 1, 2025

Next Review Date: May 1, 2030

POLICY

Southern Nazarene University believes that it is the responsibility and duty for employees to exercise the privilege of voting in elections. In accordance with this philosophy, the University will grant its employees approved paid time off to vote, if necessary, due to work schedules and for periods of service as an election official.

PROCEDURE

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules or location of voting, supervisors are authorized to grant a reasonable period, up to two hours, during the workday to vote. Employees should notify their supervisor the day before an election if they will need paid time off to vote enabling the supervisor to manage schedules and ensuring proper staffing. The employee will be required to provide proof of voting to their supervisors.