

**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: March 15, 2019**  
**Next Review Date: March 15, 2024**

**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 work day 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.