

# ELECTIONS: FEDERAL, STATE, AND LOCAL

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: [CLICK HERE TO ENTER TEXT.](#)

RESPONSIBLE OFFICE: [CLICK HERE TO ENTER TEXT.](#)

## I. POLICY STATEMENT

University employees are encouraged to exercise their voting rights in all national, state and local elections.

### **Presidential Elections:**

The university will be closed on the Tuesday following the first Monday in November in presidential election years.

### **Voting During Off-Duty Hours:**

Work schedules will normally permit adequate time off for staff members to exercise their voting privileges, either before or after normal working hours, and it is suggested that they utilize this period of time to vote whenever possible.

### **Voting During Work Hours:**

However, in cases where voting cannot be accomplished in off-duty hours, Kentucky Revised Statutes 118.340 is quoted below for your reference guidance:

- "Any person entitled to vote at any election in this state shall, if he has made application for leave prior to the day of election, be entitled to absent himself (herself) from any services or employment in which he (she) is then engaged or employed for a period of four (4) hours on the day of election, between the time of opening and closing the polls."
- "Such person shall not because of so absenting himself (herself) be liable for any penalty."
- "The employer may specify the hours during which the employee may absent himself (herself)."
- "No person shall refuse any employee the privilege hereby conferred or discharge or threaten to discharge an employee or subject an employee to a penalty because of the exercise of the privilege."

### **Time Off Request:**

The right to time off with pay to vote should not be abused by any employee. Only the necessary time off required to vote should be requested in advance. If the employee does not make application for the leave in advance of election day, so as to enable the department to schedule the work load, the resulting time off taken may be recorded as an unauthorized absence and submitted as time off without pay.

### **Absentee Ballot:**

Staff members who are eligible voters in distant communities are encouraged to exercise

their right to vote by absentee ballot, if at all possible, so as to avoid absences from work.

## II. ENTITIES AFFECTED

Faculty, Staff, and Students

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	