

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
TIME AWAY FROM WORK: VOTING LEAVE AND OTHER MISCELLANEOUS LEAVE



## Voting Leave and Other Miscellaneous Leave

### CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON VOTING LEAVE AND OTHER MISCELLANEOUS LEAVE
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
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### Policy Statement

The University System of Georgia encourages employees to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee's normally scheduled work shift, sufficient leave time must be granted to permit the employee to vote. Additionally, miscellaneous leave includes court duty, in which leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness.

This policy ensures consistency in the implementation voting leave and court duty leave among institutions of the University System. Specifically, in the case of voting leave, it provides consistency in making up to two (2) hours of leave available for voting purposes while also affording the appropriate level of flexibility needed at the institutional level.

### Applicability

All units of the University System of Georgia are covered by this policy.

### Who Should Read This Policy

All Human Resources staff and employees within the University System of Georgia should be aware of this policy.

### Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.
- **Voting Leave:** Approved leave that allows an employee to vote during official local, state, and federal elections.

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- **Court Duty:** Approved leave that is granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

### Process and Procedures

Employees of the University System are encouraged to exercise their constitutional right to vote in all federal, state, and local elections. If election polls are not open at least two (2) hours before or two (2) hours after an employee’s normally scheduled work shift, sufficient leave time must be granted to permit the employee to vote. In this instance, an institution should grant the employee a two (2) hour block of time in which to vote, if needed. Time off under this provision is with pay.

Court duty leave with pay shall be granted to regular employees for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court.

Employees should notify their supervisor to coordinate with departmental scheduling.

### Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
<b>Vice Chancellor for Human Resources, USG</b>	Maintain leave policy, provide guidance to institution human resources officers on effective utilization of policy, monitor for compliance, update the system as necessary, and respond to campus requests for updates.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure appropriate utilization of the USG voting leave on their respective campuses.	See University System <a href="#">HR Officer Listing</a>

### Appendices (Internal Documents, Forms and Web Links)

- [Board Policy Manual Section 8](#)
- [Board of Regents Policy Manual, for additional information on miscellaneous leave](#)

### Related Documents and Resources (External)

- The National Voting Rights Act of 1965 ([42 U.S.C. § 1973–1973aa-6](#))

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