

Introduction

The City of Taft encourages eligible employees to register and vote in all federal, state and local elections.

Under normal circumstances, municipal employees are expected to vote prior to or following their assigned working hours.

In certain circumstances, however, the City may allow employees time off with pay to participate in federal, state or local elections.

POLICY

1. Employees having more than two consecutive non-working hours following the opening or preceding the close of polls will not normally be granted time off with pay to vote.
2. Employees having two consecutive non-working hours or less following the opening or preceding the close of polls may be granted sufficient time off with pay to vote.
3. Voting time with pay shall be taken immediately prior to the beginning or the completion of the employee's scheduled work shift.
4. In no event shall an employee receive more than two hours paid absence for the purpose of voting.
5. Paid absence for the purpose of voting shall require written request of the employee for such time and written approval of the employee's department head.
6. Written request for paid absence for the purpose of voting shall be submitted to the employee's division head a minimum of three working days prior to Election Day.
7. Paid absence for the purpose of voting shall be in accordance with Section 14400 of the California Elections Code.