



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 659
Title: Voting Leave**

Cochise College encourages employees to exercise their right to vote and abides by the guidelines established by Arizona State Statute.

**Procedure 659.1
Voting Leave**

Employees are expected to make every effort to vote before or after working hours however an employee may be granted time off with pay to allow a full three hour period of time in which to vote provided both of the following criteria are met.

- a. If there are less than three consecutive hours between the opening or closing of polls and the start or end of an employee's work shift.
- b. Voting leave is requested in advance and used according to a schedule specified by the supervisor.