

Voting Leave and Other Miscellaneous Leave

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON VOTING LEAVE AND OTHER MISCELLANEOUS LEAVE
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	
REVISED	NOVEMBER 2009

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. (USG HRM 3.9 (a)1 (s)22 (i))

HUMAN RESOURCES ADMINISTRATIVE MANUAL
TIME AWAY FROM WORKING LEAVE AND OTHER MISCELLANEOUS LEAVE

- x 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