


<b>MISSOURI DEPARTMENT OF TRANSPORTATION</b>    <b>PERSONNEL POLICY MANUAL</b>	<b>Chapter Title</b> Working Hours		
	<b>Policy Title</b> Voting – Request For Leave		
	<b>Policy Number</b> 3004	<b>Page</b> 1 of 2	<b>Effective Date</b> June 1, 2021
<b>Approved By</b> Steve Meystrik, Human Resources Director, Signature on File	<b>Supersedes Policy Number</b> 3004	<b>Page</b> 1 of 2	<b>Prior Effective Date</b> July 1, 2015

## **POLICY STATEMENT**

In accordance with sections 115.639 and 115.102 of the revised statues of Missouri (RSMo), the department encourages employees to exercise their privileges and duties as citizens, including their right to vote. Employees who do not have sufficient time outside their normal work schedules to vote may request time off to vote in accordance with the guidelines outlined below.

## **PROVISIONS/REQUIREMENTS**

1. Only registered voters are eligible for paid voting leave.
2. An employee who requests time off to vote in a general or primary election is entitled, if eligible, to paid leave at the beginning or end of their shift of up to three successive nonworking hours when the polls are open. To be eligible, the employee must be scheduled to work so that there are not three successive non-working hours while the polls are open and the employee must request time off in advance of the election day with their immediate supervisor. The supervisor may adjust the work schedule accordingly.
3. The department does not consider paid voting leave as time worked for purposes of computing overtime pay. The supervisor cannot schedule overtime on election days without first making sure that the overtime does not interfere with the affected employee's voting rights.
4. An employee requesting voting leave is responsible for having their current voter registration card available for the supervisor to review.

5. The supervisor is responsible for verifying eligibility, approving, and scheduling voting request leaves.
6. The department will not provide paid time off for an employee to work the polls and/or to act as an election judge; however, the employee can use annual or compensatory leave. An employee must notify their supervisor seven days in advance of election day that they must be absent from work on election day to serve as an election judge.

### **CROSS REFERENCES**

[Revised statues of Missouri \(RSMo\) 115.639](#)

[Revised statues of Missouri \(RSMo\) 115.105](#)