

**VOTING FOR PUBLIC ELECTIONS — VOTING RESPONSIBILITY
[ALL EMPLOYEE GROUP MANUAL – A9]**

Pursuant to Arizona Revised Statute §16-402, a person entitled to vote at a primary or general election that is held within Arizona may, on the day of the election, be absent from the service or employment at which he or she is employed for the purpose of voting if there are less than three consecutive hours between the opening of the polls and the beginning of the regular work schedule or between the end of the regular work schedule and the closing of the polls.

In such event, an employee may be absent for a length of time at the beginning or end of the work schedule that, when added to the time difference between the schedule hours and opening or closing of the polls, will provide a total of three consecutive hours. Employees will not be liable for any penalty, nor shall any deduction be made from their usual salary or wages because of such absence. This accommodation does not mean that the work schedule is reduced by three (3) consecutive hours, but instead that the poll opening and closing times are factored in accordance with the start or end of an employee's shift.

An employee shall make the request a time off accommodation for voting in writing prior to the day of election, and the supervisor may specify the hours during which the employee may be absent.

voting responsibility