**POLICY TITLE: Time Off to Vote**

**POLICY NUMBER: 3475**

3475.1 Chester Public Utility District believes that it is the responsibility and duty of employees to exercise the privilege of voting in federal, state or local governmental elections. In accordance with this philosophy, the District will grant its employees advance arranged and approved time off to vote and for periods of service as an election official.

3475.2 All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the work day to vote. Time off for voting should be coordinated to occur at the beginning or end of a work shift where possible and reported and coded appropriately on timekeeping records.