

# ***CITY OF DENTON***

## **POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE**

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 111.03
SUBJECT: APPROVED LEAVE	INITIAL EFFECTIVE DATE: 07/02/85
TITLE: ABSENCE FOR VOTING	LAST REVISION DATE:

### **POLICY STATEMENT:**

It is the policy of the City of Denton to allow employees short-term paid leaves of absence when work scheduling would prohibit participation as a voter in national, state, county, district, and municipal elections.

The City of Denton will provide the opportunity for an employee to attend a precinct convention of a political party with which the employee is affiliated or is eligible to affiliate or attending a county, district or state convention to which the employee is a duly constituted delegate. An employee must request a leave without pay for the anticipated absence for the purpose of attending a political convention, but the employee will not be penalized in any other way for the exercise of such privilege.

### **ADMINISTRATIVE PROCEDURES:**

Upon consideration of an employee's request, supervisors may approve short-term absences to vote or attend political conventions. Requests must be made to the immediate supervisor no later than the employee's last work day preceding the election. Approval for absence will be based on the work load of the department and whether or not the employee's work schedule prohibits voter participation. Supervisors may require proof of voter registration prior to approval of absence.