

Warren-Newport Public Library District **Staff Manual**

308 Time Off to Vote

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The Warren-Newport Public Library District (WNPLD) encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote before or after their regular work schedule either on Election Day or during the early voting period. If an employee is unable to vote in an election during his or her nonworking hours, WNPLD will grant the employee up to two (2) hours of unpaid time off to vote on Election Day.

An employee who needs time off to vote should request the time off from his or her supervisor at least two (2) working days prior to Election Day. The time off will usually be scheduled at the beginning or end of the work shift to minimize disruption to the normal work schedule.