

**RELEASED TIME FOR VOTING**

- 1.0 If an employee's work schedule presents unusual circumstances and a request is received prior to Election Day for released time to vote, the administrator shall consider the request according to the following criteria:
- Statute does not require releasing an employee whose hours of employment on Election Day are such that there are three or more hours between the time the polls open and close during which the employee is not required to be on the job.
  - Application shall be made prior to the day of election for such released time.
  - An employee who meets the above criteria shall be allowed to absent him/herself for the purpose of voting for a period up to two hours during hours when the polls are open. The two (2) hour absence shall be at such time approved by the administrator.

LEGAL REFERENCES:

C.R.S. 1-7-102

Adams 12 Five Star Schools

Most Recent Adoption: August 1, 2009