



## **Leave – Voting (6.22.13)**

---

### **PURPOSE**

It is the policy of Tennessee State University to provide employees time off to vote in state, national, and local elections and to establish a procedure for reporting the time missed from work.

### **POLICY**

Please refer to [TBR Policy 5:01:01:12, Voting Leave](#), for the most recent information.

### **PROCEDURE**

Requests for reasonable time off to vote must be received before 12:00 noon the day before the election.

---

### **REFERENCE**

[TBR Policy 5:01:01:12](#)

Updated 7/2014