20.1 Policy Statement
The University of Texas at El Paso provides an employee sufficient time off, without a deduction in salary, to vote on a national, state or local election day.

20.2 Scope
This policy applies to all employees except students employed in positions that require student status as a condition of employment.

20.3 Employee and Supervisor Responsibilities
The employee shall notify the supervisor of the intent to use work time in order to vote. There is no need to record the time taken to vote; this time is reported as work time.

The Supervisor has the discretion to schedule voting absences to ensure continuity of operations.

20.4 Delegation of Authority
Authority is hereby delegated to the department head or designee to schedule time off to vote.