

# Voting and Court Duty

HR-05-130



## About This Policy

**Effective Dates:**

11-01-1959

**Last Updated:**

03-01-2005

**Responsible University Administrator:**

Vice President for Human Resources

**Policy Contact:**

[IU Human Resources](#)

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## Scope

This policy applies to Staff employees.

## Policy Statement

IU recognizes the value of its employees participating in the civic responsibilities of voting and court duty; therefore time off to do is permitted under specified conditions.

## Procedure

### 1. Voting

- a. The polls in each precinct open at 6 a.m. and close at 6 p.m. on Election Day. Employees whose work schedules prevent them from voting between 6 a.m. and 6 p.m. may be allowed time off with pay to vote, up to a maximum of two hours.
  - i. This time off does not have to be made up or charged to the employee's accrued time off or compensatory time off.

*Example:* A work schedule of 8:00 a.m. to 5:00 p.m. allows two hours to vote in the morning (6:00 a.m. to 8:00 a.m.). Thus, an employee would not receive any time off with pay to vote. A work schedule of 7:30 a.m. to 4:30 p.m. allows 1.5 hours to vote either before or after work. An employee who works this type of schedule receives, *if needed*, one-half hour of time off with pay to vote.

### 2. Court duty

- a. A Staff employee who is called for jury duty is allowed to be absent with pay for the period of service as a juror. A Staff employee who is subpoenaed is allowed to be absent with pay when serving as a court witness.
  - i. Employees who work day shift will be released from work for the day of service; night shift employees will be released from work on the scheduled shift following the day of service.
  - ii. The number of hours the employee is absent must be reported. If the absence is for jury duty, it should be indicated on the payroll voucher.
- b. University Counsel does not normally subpoena witnesses within the university, but rather asks that they agree to appear. In this situation, the employee is allowed to be absent with pay. The employee should provide to the supervisor a statement from University Counsel showing the request for witnesses.

## **Sanctions**

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.