

Tender Care Medical Services, Inc.
POLICY & PROCEDURES

Title: Time Off to Vote

Original Issue Date: 10/01/2025 Number: HR-B.4 Page: 1 of 1

Review Date:

Revision Date:

Originating Department: Human Resources

Approved By:



PURPOSE:

To establish a consistent policy that allows employees time off to vote under certain circumstances.

ELIGIBILITY:

This policy applies to all full-time and part-time employees while on duty, who are at least 18 years of age.

POLICY:

Employees should be encouraged to vote before or after work. Requests for time off with pay to vote on Election Day (general, state, municipal), will be granted provided:

- the employee expresses a desire to vote
- the employee requests time off at least one (1) day in advance of election day to allow the Administrator/Supervisor time to make appropriate coverage arrangements; and
- the employee does not have sufficient time to vote before his/her scheduled shift

If the request for time off is granted, the exact time off shall be determined by the Company location.

Time off for voting should be coded as PTO or time off without pay (non-productive time), and is not considered when calculating overtime.