

**SCOTTS VALLEY FIRE  
PROTECTION DISTRICT**



<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: I</b>	<b>SOP: 1122</b>
	<b>SECTION: 1100 PERSONNEL</b>	
	<b>SUBJECT: VOTING</b>	
	<b>DATE APPROVED:</b> 6/16/2011	
<b>APPROVED:</b>	<i>Mulder P. Murray</i>	

**Purpose:** To provide guidelines for personnel to vote.

**Scope:** If an employee does not have sufficient time outside of working hours to vote at a statewide election, the employee may without loss of pay, take enough working time, that, when added to the voting time available outside of working hours, will enable the employee to vote.

**Procedure:**

- A. Employees are encouraged to vote by absentee ballot in situations when shift work conflicts with election days.
- B. Employees may take off no more than two hours for voting without loss of pay. The time off for voting shall be only at the beginning of the regular working shift.
- C. Employees wishing to exercise their right to vote must submit for approval by the Duty Chief forty-eight (48) hours in advance of voting. The employee shall inform the Duty Chief of the approximate time they wish to vote.