



Wesley Woods Senior Living, Inc.

SUBJECT: Voting

THIS POLICY

Policy Number: 409

Effective Date: 03/01/2005

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REPLACES POLICY

Policy Number: New Policy

Policy:

Wesley Woods Senior Living, Inc., recognizes citizens' rights to vote and wishes to assist employees in meeting their civic obligation and allow employees time to exercise their right to vote.

Procedure:

Employees are encouraged to vote, either before or after work hours. No provisions are made to pay the employee for this time.

Special requests for time off up to two hours must be considered if an employee's work schedule would prevent him/her from voting (such as 12 hour day shift). If the employee's hours of work commence at least two hours after the opening of the polls or end two hours prior to closing of the polls, then additional time off is not required. Facility leadership will specify any hours the employee is approved for time off.

Employees who vote in non-local communities should exercise their right to vote by absentee ballot to avoid unnecessary absences from work.