

U.S Voting Policy

Frequently Asked Questions



Do I have to provide proof of voting to use paid voting time?

No, use of voting time is on an honor basis, and no proof of voting will be required. Employees who are found to have abused voting time will be subject to discipline.

If election day falls on a day that I am not scheduled to work, can I still use voting time?

No, paid voting time is only available to non-exempt employees who are scheduled to work on election day and are unable to vote outside of their scheduled working hours.

My state requires employers to provide two hours of paid voting time. Will I receive paid time off under the Cummins policy in addition to what the state requires?

No, state required paid time off to vote and Cummins paid voting time may not be combined.

How far in advance do I need to request time off for voting?

Employees should request time off for voting two working days before election day. Where local law provides a shorter notice period, the local law will apply.

As a manager how do I code my employee's time if they have been approved for a voting time absence?

If your employee has been approved for voting time off, you should use the "Civic Engagement" pay code in eTime or BMS.

Will every non-exempt employee who requests voting time off on election day be approved for time off?

Managers will make every effort to accommodate the requests of employees who need time off for voting on election day. Managers have discretion to deny or approve requests. In some instances, managers may be unable to approve every employee's request for time off. Therefore, employees are encouraged to take advantage of early voting or any opportunity that allows them to vote outside of working hours.

When the law in my state provides more time off for voting than the Cummins policy, which will apply?

Where local law provides more paid time off for voting than the Cummins policy, the local policy will apply.