



Pine-Strawberry Fire District

Compensation and Benefits

4.9

Subject: Election Time Off

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Board Chair Signature & Date:

[Handwritten Signature] 4/17/2025

I. PURPOSE:

It is the Pine-Strawberry Fire District (PSFD) policy to establish guidelines for paid time off for members to vote on election days.

II. POLICY:

In pursuant to A.R.S. 16-402, it is the policy of PSFD to encourage and allow their members to cast ballots on election days without the loss of pay.

III. SCOPE:

A. This policy applies to all PSFD members.

IV. GUIDELINES:

- A. Members assigned to work on an election day may take time off from work without any loss of pay to vote. The time off shall be approved by the member's supervisor and at the convenience of PSFD.
- B. If there are less than 3 consecutive hours between the opening of the polls and the beginning of the work shift or the end of the work shift and the closing of the polls, the members will be authorized up to 3 hours off to cast their ballots.

V. PROCEDURE:

- A. The supervisor will coordinate and schedule members to take time off to cast their ballots without inconvenience or disruption to PSFD operations.