

## **Civic Engagement Leave Policy**

Nonprofits share the community responsibility to foster a culture of civic engagement by promoting open elections and responsive governments at all levels. In furtherance of our commitment to active civic engagement, the National Council of Nonprofits encourages all employees who are eligible to vote to register to vote and participate fully in the electoral process.

The National Council of Nonprofits, as a Section 501(c)(3) charitable nonprofit, does not and legally may “not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.”

Nonpartisanship is a bedrock of the nonprofit sector. It is not just the law; it is how we effectively serve our communities.

NCN will not pay employees for any time in which they engage in partisan political activities. While engaging in any partisan activities, employees must do so in their private capacity, may not use any NCN resources, should make clear they are not acting as an employee of NCN, and may not display their affiliation with NCN. Unpaid leave should be taken for any such activities that take place during normal working hours.

To support this civic engagement policy, NCN allows every employee to take paid time off from work on Election Day or during an Early Voting period to vote in any primary, general, or run-off election. Employees must notify their supervisors of the time they plan to take off for voting. NCN employees may take paid time off to work in a nonpartisan role as a poll worker for up to two elections per year, including any time for training for that role. Employees must get prior approval of their supervisor (which shall not unreasonably be denied) before taking this paid time off.

Paid time off for voting and nonpartisan election poll work is separate from and in addition to annual leave, sick leave, and personal leave that employees have accrued.