

HUMAN RESOURCES MEMORANDUM 20-029		DATE ISSUED: 10/22/2020
SUBJECT: TIME OFF FOR VOTING ON ELECTION DAY; REPRESENTED AND EXCLUDED EMPLOYEES' PAID TIME-OFF – PRECINCT BOARD MEMBER, ELECTION DAY		REFERENCE: None
TO: Employee Resource Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

This memorandum is to advise Department of General Services employees of the policy regarding paid time off to vote in the forthcoming statewide election. This provision is governed by California Election Code Section 14000.

Time Off for Voting on Election Day

The California Election Code Section 14000 allows employees who do not have sufficient time outside of working hours to vote at a statewide election to take up to two (2) hours of time off for voting, without loss of pay. However, no more than two hours of time taken off for voting shall be without loss of pay.

The time off for voting shall be only at the beginning or the end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed upon.

In accordance with this section, if an employee knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired.

Paid Time Off for Precinct Election Board

Government Code Section 19844.7 and CalHR Rule 599.950 allows an employee who is appointed as a member of a Precinct Board (Poll Worker) to take time off to serve as a member of a Precinct Board. The employee shall receive their regular salary and any fee paid by the Registrar of Voters for such services.

Time taken should be recorded as Administrative Time Off.

Questions

For questions regarding this memorandum, please contact your assigned Personnel Specialist or Classification & Pay Analyst.

AMY APLEGATE, Personnel Officer
Office of Human Resources

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