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| HUMAN RESOURCES MEMORANDUM 24-017 | | DATE ISSUED: 11/1/2024 |
| SUBJECT: TIME OFF FOR VOTING AND PRECINCT BOARD MEMBERS ON ELECTION DAY | | REFERENCE: None |
| TO: All DGS Employees | | SUPERCEDES: 20-029 |

Purpose

This memorandum is to provide Department of General Services employees with information regarding paid time off to vote in the upcoming statewide election.

Time off for Voting

The [California Election Code Section 14000](#) provides up to two hours of Administrative Time Off (ATO) for employees who do not have sufficient time outside of working hours to vote. Employees are generally required to request leave from their manager/supervisor **two working days in advance** indicating that time off for voting is desired and clearly state what circumstances prevent the employee from submitting their ballot before or after their scheduled work shift, via mail or drop-in location. Prior to the approval or use of ATO for voting the request must be reviewed and approved by the DGS Labor Relations Office (LaborRelations@dgs.ca.gov). If prior approval is not received, taking the time may result in the use of available leave credits. Time off should normally be granted at the beginning or end of a work shift.

Paid Time Off for Precinct Election Board

[Government Code Section 19844.7](#), [California Code of Regulations, Title 2, Section 599.30](#) and the Memorandum of Understanding (MOU) allow 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. Time off is only authorized on Election Day and subject to approval by the employee's supervisor. Verification may be required from the Registrar of Voters and must include the employee's name and the date of the election. 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

If employees have questions not addressed in this memorandum, please direct them to LaborRelations@dgs.ca.gov.

ESTELA GONZALES, Chief
Office of Human Resources