

**Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Paid Time-Off – Precinct Election Board (Poll Worker)	REFERENCE NUMBER: 2014-022
DATE ISSUED: 09/04/14	SUPERSEDES: 2002-014

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Employee Relations Officers**

FROM: Department of Human Resources
Labor Relations Division

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(916) 323-3343
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This memorandum is a reminder to state departments that pursuant to Government Code section 19844.7, California Code of Regulations § 599.930 and most bargaining unit contracts, all state employees are entitled to receive paid time off for Precinct Election Boards (poll worker).

An employee who is appointed as a member of a Precinct Election Board and takes approved time off from state employment to serve as a member of that Precinct Election Board on election day shall receive payment of his or her regular wages or salary for that election day. The employee does not forfeit any compensation received for his or her service as a Precinct Election Board member.

Eligibility to receive time off is subject to approval by the employees' manager or supervisor. Employees shall provide sufficient notice to ensure departmental operational needs are met. Departments may require employees to provide verification of service from the Registrar of Voters, including the name of the employee serving and the date of the election. Time off will be recorded as administrative time off (ATO) for time keeping purposes, and employees should note Precinct Election Board in the comments section of their timesheet.

For questions related to this PML, state department personnel office designated liaisons should contact CalHR's Personnel Services Branch by emailing questions to psb@calhr.ca.gov or calling (916) 323-3343.

/s/Mary Sue Paul

Mary Sue Paul, Manager
Personnel Services Branch