

MEMORANDUM

DATE: April 29, 1998

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 98-016

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Time Off for Voting on Election Days

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This memorandum advises State departments of the policy regarding paid time off to vote in the forthcoming statewide election. This provision is governed by California Election Code Sections 14000 and 14001.

Section 14000. Employee's Time Off to Vote

If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote.

However, no more than two hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or 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.

If the employee on the third working day prior to the day of election, 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, in accordance with this section.

Section 14001. Employers' Notice: Posting

Not less than ten days before every statewide election, every employer shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

There are several factors concerning these provisions which all departments should particularly note:

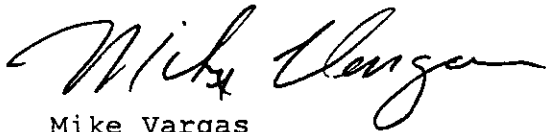
1. Section 14001 requires that notices stating the provisions of Section 14000 be prominently posted at least ten days before every statewide election.
2. Section 14000 requires that employees be given paid time off to vote only if the employee does not have sufficient time to vote outside of working hours. Since the polls are normally open from 7:00 a.m. to 8:00 p.m. in most cases, State employees will be able to vote outside of working hours and thus should not be given paid time off. It is only in special cases, such as when an employee is required to work overtime, the polls are open only for a limited time, or some other equally good reason, that State employees would need to be given paid time off to vote. Departments should realize, however, that when a good reason does exist, an employee is entitled by law to paid time off to vote.
3. Employees can be given as much time as needed to vote, but only a maximum of two hours is paid.
4. Time off to vote should be given at the beginning or end of a work shift.
5. Employees are normally required to give a department two days' notice if they want time off to vote.

It will be up to each department to meet the requirements of Election Code Sections 14000 and 14001 by posting the necessary notices and determining which, if any, employees need to have time off to vote. Voting notices are available at the Secretary of State's Office, if you have any questions or would like to obtain a copy of a voting notice, please contact the Secretary of State's Office at (916) 657-2166 or Calnet 437-2166.

If your personnel office staff have any questions regarding this memorandum, please contact your designated departmental Personnel

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Services Specialist within the Classification and Compensation Division at the Department of Personnel Administration. Individual employee questions should be directed to the department's personnel office.

A handwritten signature in cursive script, appearing to read "Mike Vargas".

Mike Vargas
Program Manager

