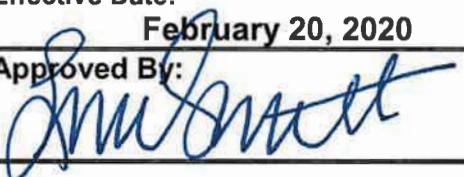




County of Los Angeles
Department of Human Resources
POLICY, PROCEDURE, AND GUIDELINE

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| Subject: EMPLOYEE TIME OFF FOR VOTING | Policy Number: 703 | Pages: 2 |
| | Effective Date: February 20, 2020 | |
| | Approved By:  | |

POLICY

All employees, regardless of status, shall be provided with sufficient time to exercise their rights to vote in *statewide* elections, as set forth in the California Elections Code, Section 14000.

GUIDELINES

An employee who chooses to exercise their right to vote and does not have sufficient time beyond the regular work schedule, may use up to two (2) hours of paid time to vote in a statewide election. If necessary, an employee may use their accrued benefit time or authorized absence without pay (AA) if additional time is required beyond two hours of paid election leave time. Circumstances that may necessitate the time off could include commuting time to or from work or childcare obligations.

Time off used by the employee must be at the beginning or end of the regular work schedule, whichever time period allows for a sufficient amount of time off to vote and is the least disruptive to the work location.

If an employee knows by the third working day prior to the day of an election that time off for voting will be necessary, they must notify their immediate supervisor for approval at least two (2) working days prior to the election day of the need to take time off.

In addition, pursuant to the California Elections Code, Section 14001, departments are required to conspicuously post a notice ten (10) days before every statewide election that notifies employees of the right to take time off to vote. Attached is a sample of the posting notice that is required under Section 14001 of the California Elections Code.

Questions regarding this policy may be directed to the Department of Human Resources Departmental Support Division at (213) 351-8945.

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AUTHORITY

California Elections Code, Section 14000
California Elections Code, Section 14001
California Elections Code, Section 14002

DATE ISSUED/REVIEW DATE

Original Issue Date: Issued as PPG #1015 on October 30, 2001
Review Date: October 28, 2010
Review Date: February 25, 2020



TIME OFF TO VOTE

**POLLS ARE OPEN FROM 7:00 A.M.
TO 8:00 P.M. EACH ELECTION DAY**

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a statewide election, California law allows you to take up to two hours off to vote, without losing any pay.

You may take as much time as you need to vote, but only two hours of that time will be paid.

Your time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer.

If three working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election.





Time Off for Voting Frequently Asked Questions

The information provided below is to assist your understanding of the law as provided in [California Code of Elections 14000, 14001, and 14002](#), and interpreted in Policies, Procedures, and Guidelines (PPG) [703 – Employee Time Off for Voting](#).

1. What is the County's policy on time off for voting?

An employee who chooses to participate in a **statewide** election and does not have sufficient time outside of their regular working hours to do so, is permitted up to two (2) hours of paid election leave time to vote. The intent of the policy is to provide an opportunity to vote for employees who would not be able to do so because of their jobs.

Starting in 2020, vote centers in Los Angeles County will be open over an 11-day period, during which individuals will be able to vote from any center in the region. For those employees who prefer to vote in-person, exceptional circumstances such as extended or multi-day shifts over the election period or unique childcare needs may necessitate that they vote during regular working hours. Employees should provide their supervisors with advance notice of the intent to take time off to vote, consistent with the policy.

2. Does time off for voting apply to all County employees?

Yes, the policy applies to all employees, regardless of status. This includes permanent, temporary, and as-needed employees.

3. Is time off for voting on County or personal time?

It is considered paid County time for up to 2 hours if:

- a) The employee does not have sufficient time to exercise their right to vote either during Early Voting or on Election Day outside of their regular work schedule.
- b) The employee provided sufficient notice to their immediate supervisor by requesting time off at least two (2) business days prior to Election Day or at least two (2) business days prior to the date intended to vote if the employee prefers to participate in Early Voting.
- c) The employee's request was approved by their immediate supervisor.

Any additional time needed outside of the 2 hours is considered personal time. An employee is permitted to request additional time off to vote; however, they would need to use benefit time or authorized absence without pay (AA) if benefit time is not available.

4. How do you code time off for voting?

Leave Event Code (EC) 047 is used for any paid election leave time.

5. How long will an employee be allowed to take time off to vote?

State law allows employees to take as much time as they need to vote; however, only a maximum of 2 hours is eligible for paid election leave time.

Time off should be scheduled at the beginning or end of the regular work shift - whichever allows the most time for voting and the least time off from the work shift, unless otherwise approved by the employee's immediate supervisor.

6. Is time off to vote only permitted on Election Day?

An employee may request paid election leave time to accommodate in-person voting during the Early Voting period or on Election Day. Early Voting dates and hours are dependent on where the employee lives and may be found on the California Secretary of State's [Early Voting website](#).

7. Can a supervisor deny a request for time off to vote?

A supervisor should not deny a request for time off to vote if the employee provided a justifiable need and adequate notice (at least 2 business days prior to Election Day or at least 2 business days prior to the date intended to vote if the employee prefers to participate in Early Voting) of the intent to take time off to vote.

8. Can a supervisor require employees to provide proof that they voted?

Election Code 14000 does not address submitting proof of voting; however, management may request a reasonable form of proof such as a voting ticket stub.

9. If an employee is not able to request time off for voting in advance, can they still qualify for paid election leave time?

The department has the discretion to approve requests for paid election leave if the employee did not provide advance notice of at least 2 business days prior to Election Day or at least 2 business days prior to the date intended to vote if the employee prefers to participate in Early Voting.

10. Is an employee who is approved to take time off to vote allowed to return to work overtime?

An employee who receives authorization to take time off to vote and to work overtime may return to work overtime after voting.

11. Who should employees call regarding time off for voting?

Employees should contact their respective Departmental Human Resources Manager for questions.

12. How should departments promote this opportunity to employees?

All departments are required to post a notice alerting employees of their right to take paid leave to vote in **statewide** elections. The notice must be conspicuously displayed in every establishment where employees report to work, no less than ten (10) days prior to the election. To accommodate teleworking employees, departments may also elect to email the notice to staff and/or post to a departmental intranet site.

A sample notice has been attached to PPG 703 for all departments to use and can be found at http://file.lacounty.gov/SDSInter/dhr/1057440_PPG703.pdf.