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| HUMAN RESOURCES MEMORANDUM 14-015 | | DATE ISSUED: September 19, 2014 |
| SUBJECT: | Paid Time-Off – Precinct Election Board (Poll Worker) | REFERENCE: PML 2014-022 |
| TO: | Personnel Liaisons, Attendance Clerks | SUPERSEDES: <i>HR Memo 02-036</i> |

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose The purpose of 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).

Provisions 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.

PAL Entry Please use the alias **ATO-ELECT** for approved absences when serving as a Precinct Election Board Member.

Questions Questions may be directed to Angie Boldrini at (916) 376-5413.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

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