MEMO

TO: All Eligible Employees
FROM: Robin Fiu, Human Resources
DATE: October 17, 2014
SUBJECT: Election Day

Employees who are eligible to vote and are working on Election Day (Tuesday, November 4, 2014) may be entitled to a maximum of two consecutive hours off from work in order to vote. This excludes lunch or rest periods. Voters shall not be subject to any penalty, rescheduling of normal hours, or deductions from salary or wages because of such absence. The law does not apply to employees whose work hours include a period of two consecutive hours while the polls are open when the employee is not working. Polling place hours are 7:00 a.m. to 6:00 p.m.

For example, if the employee’s work schedule is from 8:00 a.m. to 5:00 p.m., he/she is entitled to one hour off from work in order to vote. This employee can go to the poll at 7:00 a.m. and report to work at 9:00 a.m. or leave work at 4:00 p.m. in order to vote. Employees taking time off to vote must retain their ballot stub as proof of voting and submit it to your department timekeeper. Also, be sure to coordinate your voting schedule with your supervisor.

If you have further questions, please contact the Human Resources Office. Don’t forget to VOTE!