

City of Mission Viejo Personnel Policy

Subject: **TIME OFF FOR VOTING**

Statement of Intent:

To establish procedures for accommodating employees time off to vote who would otherwise not have sufficient time outside of working hours to do so.

Background:

State law (California Elections Code Section 14001) requires employers to post a notice to employees advising them of provisions for taking paid leave for the purpose of voting in statewide elections.

Policy:

1. Polls are open from 7:00 a.m. to 8:00 p.m. each Election Day. If an employee is scheduled to be at work during that time, California law allows an employee to take up to two hours off to vote, without losing pay.
2. If an employee does not have sufficient time outside of working hours to vote at a statewide primary or general election, the employee shall be granted a leave for voting.
3. No more than two hours of the time taken off for voting shall be a leave with 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 upon by the employee's supervisor and the employee.
4. The employee is responsible to give their supervisor at least two working days' notice that time off for voting is needed.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed to have a direct financial impact on the City. City Council approval is required prior to initial implementation and for any subsequent amendments.

Implemented: By City Council – August 15, 2011 – Resolution No. 11-52.