



# Administrative Procedure

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**Subject:** ELECTION DAYS

1.0. PURPOSE:

To establish procedures by which employees may be granted time off to vote.

2.0. ORGANIZATIONS AFFECTED:

- 2.1. All organizational units of the University, excluding auxiliary organizations.
- 2.2. Important: This procedure, or portions thereof, may be superseded by a contract agreement that was developed as a result of collective bargaining. When referring to this procedure as it relates to actions affecting represented employees, consult the Agreement that applies to employees within the represented unit.

3.0. REFERENCES:

- 3.1. State of California Election Codes, Sections 14000-14002.
- 3.2. Office of the Chancellor memoranda FSA 76-35 and TL/ER78-01.
- 3.3. Collective Bargaining Agreements, Units 1, 2, 3, 4, 5, 6, 7, and 9.  
Subject: Voting. As detailed in the respective Article in the Agreement in effect at the time.

4.0. POLICY:

- 4.1. If a voter does not have sufficient time outside of working hours to vote on an election day, the voter may, without loss of pay, take off enough working time which, when added to the voting time available outside of working hours, will enable the voter to vote. The responsible dean or senior administrator will have final authority to approve or disapprove an employee's request for time off to vote.

If such time off to vote (not to exceed two hours) is necessary, it shall be given only at the beginning or end of the regular work shift, whichever allows the most free time for voting and the least time off from the regular work shift, unless otherwise mutually agreed.

**Approved:**

**Date:**

If the employee 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' written notice that time off for voting is desired.

Not less than ten (10) days before every election day, Human Resource Management shall provide information to managers and supervisors setting forth the provisions of the State Elections Code. The information shall be posted conspicuously at a place of work, if practicable, or elsewhere where it can be seen as employees come and go to their workstations.

5.0. DEFINITIONS:

5.1. Election Day--Any general, direct primary or presidential primary election day.

6.0. RESPONSIBILITIES:

6.1. Human Resource Management will distribute a notice of policy governing time off to vote at least ten (10) days prior to an election day as required by law.

6.2. Supervisors will:

6.2.1. Post the notice in a prominent place so that all employees are able to read the policy.

6.2.2. Review and approve or deny employees' requests for time off to vote within 24 hours.

6.3. Employees requiring time off to vote will submit a written request to their immediate supervisor at least two (2) working days prior to the election. If denied, employees may appeal the decision to the next level of supervision.

6.4. Deans and Senior Administrators will have final authority to approve or disapprove employee requests for time off.

7.0. PROCEDURES:

7.1. Not less than ten (10) days prior to an election day, Human Resource Management will publish a notice explaining the policy for time off for voting. Supervisors shall post the information on a work place bulletin board or distribute the information internally using a route slip or a work place bulletin board.

- 7.2. Employees who would otherwise be unable to vote outside of their regular work hours may be granted up to two (2) hours of worktime without loss of pay to vote on an election day.

Employees shall request such leave time from their supervisor at least two (2) working days prior to the election.

- 7.3. Supervisors may require employees to justify requests for time off to vote in writing since the hours of operation at Los Angeles County polls allow most employees to vote outside of their regular work hours.

- 7.4. Should the supervisor deny the employee's request, the employee may appeal to the next supervisory level. The decision of the responsible dean or senior administrator shall be final.

8.0. APPENDICES:

N/A