



Department of
Administrative Services

Customer Focused, Performance Driven

Nathan Deal
Governor

Sid Johnson
Commissioner

October 30, 2012

MEMORANDUM

To: All Agency Heads
All HR Directors and Managers

From: Sid Johnson, Commissioner
Department of Administrative Services

Re: Employee Voting Time

Election Day is Tuesday, November 6, 2012, and with many employees working different schedules we wanted to provide some guidance regarding time off to vote.

State law provides employees with up to two hours of paid leave for voting purposes in certain circumstances. State Personnel Board Rule 16(12) states:

Employees who need time off from work to vote in local, state or national general elections and primaries are eligible for up to two hours of paid leave at the beginning or end of their regular workday. Employees who are scheduled to begin work two hours after the polls open or end work at least two hours before the polls close are not eligible for voting leave.

As with any foreseeable absence, employees should request and obtain approval from their supervisor in advance of taking time off to vote, and should schedule the time off in a manner that minimally disrupts normal agency operations.

In Georgia, polls open at 7:00 a.m. and close at 7:00 p.m. Based on this information, the chart on the following page provides some practical examples of how Rule 16(12) should be applied:



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Scheduled Shift	Eligible for Voting Leave	Reason	Eligible Amount of Voting Leave
6:30 a.m. – 3:00 p.m. (30 minute lunch)	No	Employee ends work more than 2 hrs before poll closure	None
8:00 a.m. – 4:30 p.m. (30 minute lunch)	No	Employee ends work more than 2 hrs before poll closure	None
8:30 a.m. – 5:30 p.m. (1 hour lunch)	Yes	Employee begins/ends work within 2 hrs of poll closure. Thirty minutes of voting leave will ensure the employee has a full two hours to vote	30 minutes
8:30 a.m. -5:30 p.m. (30 minute lunch)	No	Employee's scheduled lunch is one hour and shift ends within 2 hrs of poll closure	None
9:30 a.m. – 6:00 p.m. (30 minute lunch)	No	Employee's shift begins work more than 2 hrs after polls open	None
7:00 a.m. – 7:30 p.m. (30 minute lunch)	Yes	Employee's shift begins and ends during the time the polls are open	2 hours

Agencies are free to make flexible work schedule arrangements with employees as they see fit or to implement flexible scheduling for the purposes of Election Day only. Employees of agencies that do not permit flexible start or ends times may request to use comp time or other types of accrued leave other than sick leave if they are not eligible for voting leave or required more than 2 hours to vote. Approval of the request is at the discretion of the agency. For agencies with 24/7 operations, please note that any voter standing in line at 7:00 p.m. on Election Day will be permitted to vote.

To balance support of each employee's right to vote with business need to minimize operational interruptions, consider providing written reminders to employees to obtain advance approval to take time off to vote and encourage employees to vote early. For early voting locations and times by county see the Secretary of State's website at <http://sos.ga.gov/elections/CountyContacts/AdvanceVotingDisplay.aspx>.

If you have questions about the information in this memo contact Johnnette Heard, Manager, Policy and Compliance for the Human Resources Administration Division at (404) 463-7055 or at Johnnette.Heard@doas.ga.gov.