

## Time Off to Vote

### California Election Code 14000 & 14001

Election Day is Tuesday, June 8, 2010! Employees are reminded of Department of Personnel Administration policy and California Election Code provisions granting time off for employees who lack sufficient time to vote during non working hours in statewide elections.

Since polls are typically open from 7:00 a.m. to 8:00 p.m., most State employees should have ample time outside work hours to vote. However, employees who do not have sufficient time to vote during non working hours may be granted up to two hours of paid time at either the beginning or the end of the work day for this purpose. Employees needing such time must notify their supervisor and receive approval in advance. Time off to vote should be reported on the monthly time report using the Administrative Time Off (ATO1) attendance reporting code.

Questions regarding election time off to vote should be directed to your assigned Personnel Specialist as listed in the [Directory of Administrative Services](#).

#### Additional Information:

- ▶ [Department of Personnel Administration – Election Day Time Off](#)
- ▶ [Time Off for Precinct Workers](#)
- ▶ [ASL 07-12: Election Time Off to Vote](#)