

## Human Resources Branch Memorandum

SUBJECT: <b>Time Off to Vote / Precinct Election Board Member – Administrative Time Off (ATO)</b>	NUMBER: <b>HRB 22-015</b>
	DATE ISSUED: <b>May 23, 2022</b>
DISTRIBUTION: <b>All CDFW Employees</b>	EXPIRES: <b>Until Superseded</b>

Action Required                       Informational Only                       Control Agency Directive

### Purpose

The purpose of this memorandum is to provide California Department of Fish and Wildlife (CDFW) employees with information regarding time off to vote and/or perform precinct election board member duties during the upcoming election on June 7, 2022.

### Authority

- [Bargaining Unit \(BU\) Memorandum of Understandings \(MOU\)](#)
- [California Code of Regulations \(CCR\) section 599.930](#)
- [California Department of Human Resources HR Manual section 2121 – Administrative Time Off](#)
- [California Elections Code \(CEC\) section 14000](#)
- [California Government Code \(GC\) section 19844.7](#)

### Time Off to Vote

In accordance with [CEC section 14000](#), employees who do not have sufficient time outside of working hours to vote at a statewide election may take time off work to vote without loss of pay.

The employee's time off for voting shall be 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 working shift (maximum of two hours).

Polls are normally open from 7:00 a.m. to 8:00 p.m. In most cases, state employees will be able to vote outside of working hours. It is only in special cases, such as when an employee is required to work overtime, or some other equally good reason, that state employees will need paid time off to vote. **The approval of Administrative Time Off (ATO) to vote should be rare.**

### Time Off to Vote – ATO Request Process

The following process outlines the ATO approval request process for requesting time off to vote:

1. Employee anticipating the need to take time off to vote shall request approval from their manager/supervisor at least two working days in advance.

2. Manager/supervisor must submit an ATO request to [HRB-ATO@Wildlife.ca.gov](mailto:HRB-ATO@Wildlife.ca.gov) with the following employee information:
  - Full name
  - Position number
  - Work schedule (e.g., Monday – Friday 8:00 a.m. – 5:00 p.m.)
  - Requested ATO date and times (maximum two hours)
  - Reason work schedule cannot be adjusted to accommodate time off to vote without the approval of ATO
3. The HRB will respond with ATO approval/denial within one business day.
4. Employee records time off as “AT” on the timesheet, notates “Time Off to Vote” in the Comments section of the timesheet, and attaches a copy of the HRB’s approval email to the timesheet. Timesheets not meeting this criterion will be rejected pending corrections.

### **Precinct Board Election Member**

In accordance with [GC section 19844.7](#), [CCR section 599.930](#), and most [BU MOUs](#), an employee may be granted time off for public service as a precinct election board member.

The employee shall be eligible for both regular state compensation and any fee paid by the Registrar of Voters for such service.

Employee’s time off to serve as a precinct election board member is subject to prior conditional approval from their manager/supervisor and final approval from the HRB after they have completed their precinct election board member work.

### **Precinct Election Board Member – ATO Request Process**

The following process outlines the ATO approval request process for requesting time off to serve as a precinct election board member:

1. Employee completes and submits the [Precinct Election Board Member ATO Request \(DFW 307\)](#) to their manager/supervisor for conditional approval.
2. The manager/supervisor signs the [DFW 307](#) and returns it to the employee.
3. Employee must have a Registrar of Voters’ representative verify the date and times services were provided on the [DFW 307](#).
4. Employee emails the completed [DFW 307](#) to [HRB-ATO@Wildlife.ca.gov](mailto:HRB-ATO@Wildlife.ca.gov) for final ATO approval.
5. The HRB provides a signed copy of the [DFW 307](#) to the employee.
6. Employee records time off as “AT” on the timesheet, notates “Precinct Election Board Member” in the Comments section of the timesheet, and attaches a copy of the HRB approved [DFW 307](#) to the timesheet. Timesheets not meeting this criterion will be rejected pending corrections.

### **Contact**

If you have questions or need additional information, send an email to the HRB at [HRB-ATO@Wildlife.ca.gov](mailto:HRB-ATO@Wildlife.ca.gov).