

Election Day Staffing

The unprecedented voter turnout expected for Election Day may present staffing challenges resulting from late arrivals and requests to leave early. I know that we all want to make sure that employees have a reasonable opportunity to vote, that we maintain sufficient coverage throughout the day, and that we employ an approach that is equitably applied to all staff.

DHRM recommends that you communicate your agency's ground rules for workplace attendance on Election Day if you have not done so already. The following is offered as one approach you might consider:

- Encourage employees to vote before work, after work, or during their lunch breaks, and to coordinate their schedules with supervisors and co-workers.
- Advise employees that late arrivals and requests for early departures or extended lunch breaks will require the use of personal leave. Annual, family personal, overtime, or compensatory leave may be used for this purpose.
- Encourage managers to make a concerted and equitable effort to approve requests for leave.
- Consider adjusting the schedules of non-exempt employees as an alternative to using leave.

It is our understanding that all polling places open at 6:00 A.M. and close at 7:00 P.M., and that any voters still standing in line at 7:00 P.M. will be allowed to vote.

I hope this is helpful. Let us know if you have any questions. Thanks.