



DHRM HR Highlights October 2020

Officers of Election on November 3

With Election Day approaching on November 3, employees who serve as Officers of Election may question the use of Civil and Work-Related leave. As we shared in the September issue of Highlights, on July 1, 2020, Election Day became an official state holiday. Although these absences from the workplace were previously covered by the Civil and Work-Related Leave Policy, this may no longer apply. Beginning this Election Day:

- If otherwise eligible for the holiday, salaried employees who serve as Officers of Election will receive holiday pay and may retain any payments provided by the locality for their related services on November 3, 2020. Because these employees are not being required to work as Officers of Election by their agencies, they are not eligible to earn compensatory leave for hours worked.
- Employees in agencies having alternate holiday calendars that do not observe the Election Day holiday on November 3, and who serve as Officers of Election, will need to charge that day's absence to personal leave or Civil and Work Related Leave.
- Employees who are voting early in person during scheduled work time will need to use their personal leave.
- A revised [2020 Pay and Holiday Calendar](#) is posted on the DHRM website.

Please direct questions regarding these changes to the [DHRM Policy Mailbox](#).