



## DHRM HR Highlights October 2021



### Election Day on November 2

Please remind employees of the many options they have for voting early and on Saturdays this year. For questions regarding voting or eligibility, duties, and training for Officers of Election, contact the [Department of Elections](#).

#### **Voting:**

- Employees who are voting early in-person during scheduled work time must charge their personal leave.
- Employees in agencies that do not observe the Election Day holiday may go to the polls before or after scheduled work hours or during a meal break or they must charge personal leave to vote in person on November 2<sup>nd</sup>.
  - Supervisors are encouraged to permit schedule adjustments so that employees may vote in person.

Since Election Day was declared a holiday in 2020, access to Civil & Work Related Leave (CWRL) by **Officers of Election** has changed.

#### **Officers of Election in Agencies Observing the Standard Holiday Calendar:**

- 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 2, 2021. Reimbursements for travel, parking, and meals may be retained.
- Because these employees are not required to work as Officers of Election by their agencies, they are not eligible to earn compensatory leave for hours worked during the holiday.
- Officer of Election training time may be charged to Civil & Work-Related Leave **ONLY** if the training is not available during off-duty hours. Training availability is typically noted on locality websites.

#### **Officers of Election in Agencies Observing Alternate Holiday Calendars:**

- Employees in agencies that do not observe the Election Day holiday on November 2<sup>nd</sup>, and who serve as Officers of Election, may charge that day's absence to Civil and Work Related Leave or personal leave. If CWRL is charged, any payments for services must be returned to the Commonwealth. If personal leave is charged, payments for services may be retained. Reimbursements for travel, parking, and meals may be retained, regardless of leave charged.

☐ Employees who volunteer to work at the polls in roles other than Officers of Election are not eligible for Civil and Work-related Leave.

Please direct related questions to the DHRM policy mailbox at [policy@dhrm.virginia.gov](mailto:policy@dhrm.virginia.gov).

### Leave Usage for Election Activities

Activity	Agency Observes Election Day Holiday	Agency Observes Alternate Holiday Calendar
Early in-person voting during scheduled work hours	Charge personal leave	Charge personal leave
Voting on Election Day	Holiday	Vote before/after scheduled work hours or during meal break. If during scheduled work hours, charge personal leave.
Officer of Election	Holiday May retain payment for services.	Charge <b>CWRL</b> : Payment for services must be returned to the Commonwealth OR Charge <b>personal leave</b> : May retain payment for services.
Training for Officer of Election	Personal leave if during work hours CWRL only if training is not available during off-duty hours	Personal leave if during work hours. CWRL only if training is not available during off-duty hours
Poll workers who are not Officers of Election	Holiday	Personal leave