



HR Highlights October 2023

Election Day on November 7

Please remind employees of the options they have for voting this year. For questions regarding voting or eligibility, or 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 observe the Election Day holiday may use their holiday leave to vote in person when the polls are open on Election Day, November 7.
- 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 7th.
- Supervisors are encouraged to permit schedule adjustments so that employees may vote in person on Election Day.

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 7, 2023. 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.
- Officers 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 7th 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.

Political Party Poll Workers:

☐ Employees who volunteer to work at the polls in roles other than Officers of Election are **not** eligible for Civil and Work-related Leave. Workers who disseminate political advertisements or sample ballots highlighting the candidates’ names of one party are not considered to be Officers of Election.

Leave Usage for Election Activities Based on Agency’s Observance of Standard Holiday Calendar or Alternate Holiday Calendar

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 on Election Day	Holiday not observed on Election Day. Vote before/after scheduled work hours or during meal break. If during scheduled work hours; charge personal leave.
Officer of Election	Holiday on Election Day May retain payment for services.	Holiday not observed on Election Day. Charge CWRL : Payment for services must be returned to the Commonwealth OR Charge personal leave : 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. Check locality websites to discern training hours.
Poll workers who are not Officers of Election	Holiday	Personal leave

Please direct related questions to the DHRM policy mailbox at policy@dhrm.virginia.gov.