OFFICERS OF ELECTION

- Employees who serve as Officers of Election shall be allowed to use up to 8 hours of Civil and Work Related Leave on Election Day. As with all leave, supervisory approval is required.

- If an employee wishes to charge Civil & Work-Related leave, the agency may require documentation from the locality that the employee served as an Officer of Election.

- Employees who serve as Officers of Election shall be allowed to use Civil and Work-Related Leave to attend the required Officer of Election certification training only when the employee’s locality does not offer the training during non-work hours. Training schedules are available from local registrars and are typically posted on the localities’ websites.

- If an employee uses Civil and Work-Related Leave to work as an Officer of Election and receives payment for duties and/or training, (s)he must submit the payment to the Commonwealth.

- Employees who are reimbursed for expenses only (travel, parking, etc.) are permitted to keep such payments.

- If the employee wishes to retain the payment, (s)he must use annual, compensatory, overtime, family/personal, or recognition leave.

- Neither Civil and Work-Related Leave nor School Assistance & Volunteer Service Leave may be used by employees who wish to volunteer on Election Day in another capacity (e.g., poll workers not certified as Officers of Election, political workers, etc.) These activities are considered political activities, not community services as defined in policy.