



Office of the City Manager

September 22, 2016

To: Department Directors

From:  Dee Williams-Ridley, City Manager

Re: EMPLOYEE TIME-OFF FOR VOTING IN THE NOVEMBER 8, 2016 ELECTION

The California State Elections Code, Section 14000, provides employees time-off for voting. If an employee does not have sufficient time outside of working hours to vote, he/she may, without loss of pay, take enough time-off which, when added to the voting time available outside of working hours, will enable the employee to vote.

No more than two hours of time-off for voting shall be without loss of pay. Unless otherwise mutually agreed upon between the supervisor and the employee, time-off for voting shall be at the beginning or end of the regular work shift, whichever allows the most free time for voting, and the least time-off from the regular work shift.

On the third working day prior to the election, if the employee knows or has reason to believe that time-off will be necessary to be able to vote on election day, he/she shall give you at least two working days' notice that time-off for voting is desired.

Please share and post this information in an area that can be seen by employees as they come or go from their place of work at least ten days before the election.

cc: Mayor and Council