

## POLL WORKER LEAVE

POLICY NUMBER: <b>200-09</b>	EFFECTIVE DATE: 1/6/2008	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 10/20/2006	AUTHORITY: ORC 3501.01; 3501.22; 3501.28; State of Ohio Policy	

### I. PURPOSE

This policy establishes procedures in accordance with the State of Ohio Policy on Poll Worker Leave.

### II. POLICY

The Department of Administrative Services (DAS) recognizes that there is a need for a pool of available individuals to serve as judges of elections in order for our democratic process to operate in a fair and efficient manner. Accordingly, DAS will allow its permanent full-time and part-time employees, certified by the local board of elections, to be eligible for paid leave (poll worker leave) on election day to serve as judges of elections. The ability to be away from work as contemplated by this policy is subject to the terms and conditions set forth below.

#### A. EMPLOYEE ELIGIBILITY

1. Poll worker leave only applies to DAS employees who work full time or part time. Employees who are classified as non-permanent appointment types such as seasonal, intermittent, etc., are not eligible for poll worker leave.
2. This policy shall be uniformly applied to all similarly situated employees.
3. An employee who is on any type of paid or unpaid leave of absence is not eligible for poll worker leave.

#### B. LEAVE and BENEFIT AMOUNT

1. In accordance with ORC 3501.28(G)(1)(c), DAS employees may receive paid leave for time serving as a judge of elections. Employees will only receive paid leave on an hour-for-hour basis, up to the maximum number of hours the employee was regularly scheduled to work on the day of the election. For example, an employee must work 8 hours as a judge of elections in order to receive 8 hours of poll worker leave. If an employee serves as a judge for 5 hours, then the employee will only receive 5 hours of poll worker leave. Also, if an employee is regularly scheduled to work 8

hours and works longer than 8 hours at the polls on election day, the employee is only entitled to 8 hours of poll worker leave.

2. Any discrepancy in the amount of time an employee is regularly scheduled to work and the amount of time served as a judge will be considered time during which the employee was absent without leave (AWOL). An employee in AWOL status may be subject to discipline up to and including removal. Vacation or personal leave may be utilized by the employee upon supervisor pre-approval. Pre-approval may be received prior to election day or by the employee contacting their supervisor immediately upon knowing he or she will not work the entire day. Discrepancies will be determined from the verification documentation submitted by the employee (see Procedures below).
3. DAS employees are eligible to receive poll worker leave when serving as a judge in a general, primary, or special election as defined in ORC 3501.01.
4. Compensation for poll worker leave will be at the employee's regular rate of pay, i.e. the employee's base rate of pay plus any applicable pay supplements. Employees using poll worker leave remain in active pay status like any other form of paid leave and continue accruing vacation, personal and sick time at the normal rate.

### III. PROCEDURE

DAS employees requesting poll worker leave and supervisors who receive the requests for leave must follow the procedures established by this policy.

1. A request for paid time off to serve as a judge of elections on election day shall be submitted to the employee's immediate supervisor at least 14 calendar days prior to the date of the election or as soon as practicable. To request time off, the employee must complete the standard "Request for Leave" form (ADM 4258), check the box for "Other" and write "Poll Worker Leave" on the form.
2. The employee must attach to the request for leave a copy of the employee's certificate of appointment issued by the board of elections pursuant to ORC 3501.22(A) and 3501.27(A), a commitment card, or another form of confirmation from the local board of elections that the employee will be serving as a judge of elections on a particular election day.
3. Any request for time off that is not timely or presented in the proper manner shall be denied.
4. Upon receiving a properly completed request for leave form with the required documentation, the immediate supervisor shall note the date and

time the request was received in the supervisor's "Remarks" section. The supervisor is responsible for notifying an employee when the form is not completed properly or when documentation is missing. Such notification shall be given by the supervisor prior to marking the leave form as being received for processing.

5. Requests for poll worker leave shall be subject to the operational needs of the employee's work unit. Requests for poll worker leave will be given the lowest priority as compared to all other types of leave requests received from employees within the work unit for the same date.
6. If the number of employees requesting poll worker leave would cause a work unit to not be able to fulfill its operational needs, then requests for poll worker leave will be granted in the order they were received. The supervisor's date and time in the remarks section is the sole factor in determining when a request was submitted. Incomplete forms or forms with missing documentation will not be considered submitted until the error is corrected.
7. DAS can revoke the approval of poll worker leave if operational circumstances of the employee's work unit so necessitate, at the discretion of the employee's immediate supervisor. A supervisor who makes this determination shall follow the existing procedures for revoking approved leave. It is the employee's responsibility to notify the board of elections if the employee is no longer available to serve as a judge of elections on a particular election day.
8. An employee must verify to DAS the employee's service as a judge of elections in each instance that the employee utilizes poll worker leave. On the workday following the election on which the employee returns to work, the employee shall deliver to the employee's immediate supervisor a properly completed and signed "Poll Worker Leave Verification Form". The leave verification form may be obtained at the following website:

*[www.das.ohio.gov/hrd/pdf/PollWorkerLeaveVerification.pdf](http://www.das.ohio.gov/hrd/pdf/PollWorkerLeaveVerification.pdf)*

Additionally, within 5 working days of receiving payment from the local board of elections, the employee shall submit proof of the payment to the employee's immediate supervisor. The supervisor shall attach the copy of the proof of payment to the Manager/Supervisor copy of the employee's previously submitted request for leave form. Verification will not be considered timely if submitted more than 6 months beyond the date the employee utilized poll worker leave. Failure of the employee to timely submit the required verification discussed above to the employee's immediate supervisor will cause the employee to be considered absent without leave (AWOL) for that day and may subject the employee to discipline, up to and including removal.

9. Any employee who fails to follow the procedures set forth in this policy may be subject to disciplinary action, up to and including removal. The

Director of the Department of Administrative Services will be made aware of any circumstances where benefits have been paid in error or fraud is suspected so that improper payments can be recovered.

#### IV. REVISION HISTORY

Date	Description of Change
10/20/2006	Initial Policy issued
1/06/2008	New appointing authority

# POLL WORKER LEAVE VERIFICATION FORM

I, \_\_\_\_\_, worked as a poll judge for the  
(Name of Employee - Printed)

\_\_\_\_\_ County Board of Elections for the election  
(Name of County - Printed)

that was held on \_\_\_\_\_ . I worked a total  
(Date)

of \_\_\_\_\_ hours as a poll judge on the date referenced above.

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Board of Elections Official)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

If available, please obtain the signature of the presiding poll judge. If the presiding judge is not available mark "unavailable" on the line and a designated agency representative will obtain verification at a later date. If you are the presiding judge, sign both lines.

This form must be submitted to your immediate supervisor on the first day  
you return to work after serving as a judge of elections