



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Time Off for Voting When Employees Do Not Have Sufficient Time Outside of Working Hours (Prior Advanced Approval Needed)

NUMBER: BUL-1704.1

ISSUER: Michelle King, Senior Deputy Superintendent
School Operations
Office of the Superintendent

DATE: October 19, 2012

ROUTING
All Schools and
Offices

PURPOSE: The purpose of this Bulletin is to clarify the time off policy for voting in elections.

MAJOR CHANGES: This version replace BUL-1704 of the same title, issued by the Office of the Superintendent, dated May 10, 2005.

GUIDELINES: The following guidelines apply.

The District must post a Notice informing its employees of their ability to seek paid time off for voting. The Notice must be posted at least ten (10) days prior to any statewide election. Each school, Educational Service Center, and work site is responsible to ensure this posting occurs at their location. The Notice must be posted conspicuously either in the workplace or where it may be seen by employees as they enter or exit their place of work. Supervisors must check their work locations at least ten (10) days prior to any statewide election to ensure the Notice is conspicuously posted. Use this bulletin as the Notice that is posted.

Employees are eligible for paid time off for the purpose of voting, in local and statewide elections, only if they do not have sufficient time outside of working hours to vote. The law provides an opportunity for workers to vote who would not be able to do so due to their working hours. Voting hours are from 7:00 a.m. to 8:00 p.m. Employees may be provided the necessary time needed in order to vote, but limited to a maximum of two hours paid time.

Employees must give the District at least two working days advance notice of their need to take this time off for voting. The District requires that the time provided to the employee be taken at the beginning or end of the employees' work day. Such time is to be reported as Miscellaneous Time (MS) following normal payroll procedures.

Please refer to the employees' specific Collective Bargaining Agreement for any variations on the above policy. This policy is made in accordance with Board Rule



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1931, and California Elections Code §§ 14000-14002.

AUTHORITY: This is a policy of the Superintendent of Schools. The following legal authorities are applied in this policy.

Board Rule 1931, and California Elections Code §§ 14000-14002.

**RELATED
RESOURCES:** None

ASSISTANCE: For assistance and information, please contact your Educational Service Center, Staff Relations Field Director, Labor Relations Representative, Human Resources Unit, or the General Counsel's Office at (213) 241-7600.