

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Leave of Absence to Vote	
Subject: Leaves	Revised: August 2004
CSC Rule: n/a	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\LEAVES\Leave of Absence to Vote.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

**(TO BE POSTED COUNTYWIDE NOT LESS THAN TEN (10) DAYS BEFORE
EVERY STATEWIDE ELECTION)**

CALIFORNIA ELECTIONS CODE

§ 14000. Time off work to vote.

- (a) If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote.
- (b) No more than two hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.
- (c) If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with this section.

§ 14001. Posting of notice by employer that employees are entitled to time off work to vote.

Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.