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THOMAS B. STEPHENS
SECRETARY

MEMORANDUM

PERSONNEL MEMO 18-04

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

From: Thomas B. Stephens, Secretary

Date: May 15, 2018

Re: Primary Election – May 22, 2018

Kentucky's primary election will be held on Tuesday, May 22, 2018. Candidates of each political party are seeking statewide office on the ballot. To view a sample ballot, visit the Secretary of State's website at www.sos.ky.gov.

All employees entitled to vote, who are otherwise scheduled to work during the hours that the polls are open, and who request leave in advance, shall be granted up to four (4) hours of voting leave (VOTE) to cast their votes. In addition, employees who choose to vote absentee may be granted this leave if a request is made in advance of the day they appear before the clerk to request an application for or to execute an absentee ballot. *See* Ky. Const. § 148; KRS 118.035; 101 KAR 2:102(7); 101 KAR 3:015(7). Any employee who exercises their right to obtain voting leave, but fails to vote, may be subject to disciplinary action. *See* KRS 118.035(3).

An employee who is selected to serve as an election officer shall be allowed, upon prior request and approval, leave up to seven and one half (7.5) hours based on a 37.5-hour work week or eight (8) hours based on a 40-hour work week, for attending training or serving as an election officer.

- Approved absences to serve as an election officer on Election Day shall be coded as ELEC (Working Polls Leave).
- Approved absences for election officer training activities shall be charged to compensatory leave, annual leave, or authorized leave without pay if the employee does not have accrued leave or a combination thereof.

See KRS 118.035(4).

Employees exercising their right to use voting leave and/or election leave are required to complete the Voting and Election Leave Verification form, available on the Personnel Cabinet website under Documents in Demand. Completed forms should be submitted to the employee's supervisor.

If you have questions regarding the voting and election leave policy, please contact the Office of Legal Services in the Personnel Cabinet at (502) 564-7430.