PERSONNEL CABINET

Ernie Fletcher
Governor

200 Fair Oaks Lane, 5th Floor
Frankfort, Kentucky 40601
Phone (502) 564-7430
Fax (502) 564-7603
http://personnel.ky.gov

Brian J. Crall
Secretary

MEMORANDUM

PERSONNEL MEMO 07-08

TO: All State Employees

FROM: Brian J. Crall, Secretary

DATE: May 14, 2007

SUBJECT: Voting Leave

Dear State Employees:

Once again, another significant election cycle is upon us. All state employees are encouraged to exercise their voting privileges and all eligible employees are encouraged to avail themselves of the state's voting leave benefit. To ensure that the benefit is properly accessed, please note the following.

Pursuant to Kentucky law, employees shall be granted four (4) hours of leave to vote if:

- They are registered to vote in Kentucky;
- They are scheduled to work during the hours that the polls are open;
- They request leave, and are approved by their supervisor, in advance; and
- They vote.

Employees are cautioned that **a qualified voter claiming voting leave, but failing to vote, may be subject to disciplinary action.**

Employees electing to vote via absentee ballot in Kentucky are eligible for voting leave on the day that they travel to their respective County Clerk's office to request an absentee ballot, or to vote that ballot, pursuant to the provisions above and meeting the applicable laws for absentee voting in this state.

If an employee is scheduled to be off work on either sick or annual leave and the employee exercises the right to vote on Election Day, the employee is eligible for four (4) hours of voting leave, if the requirements for taking voting leave outlined above have been met.

Employees who are eligible for paid voting leave and who are permitted or required to work in lieu of time off shall be granted compensatory leave on an hour-for-hour basis.

Part-time employees are eligible for paid voting leave for only those hours they are scheduled to work in excess of three and one-half (3 1/2) hours.

Again, I encourage you to take advantage of this benefit and fulfill your civic duty.