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Governor

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**Nikki R. Jackson**  
Secretary

**MEMORANDUM**

**PERSONNEL MEMO 08-29**

**TO:** Cabinet Secretaries  
Agency Heads  
Personnel Administrators

**FROM:** Nikki R. Jackson, Secretary 

**DATE:** October 27, 2008

**SUBJECT:** Presidential and General Elections – November 4, 2008

Pursuant to KRS 18A.190 and KRS 2.190, Tuesday, November 4, 2008 is a holiday for state personnel. Due to the presidential election, state offices will be closed. As the voting leave regulations, 101 KAR 2:102, Section 7 and 101 KAR 3:015, Section 7, provide voting leave to state employees who are scheduled to work on election days, employees who are not scheduled to work due to this holiday are not eligible for voting leave. As your employer, state government encourages all state employees to register and vote in the November 4, 2008 presidential and general elections.

Any employee who is scheduled to work on November 4, 2008 shall be eligible to receive voting leave in accordance with Ky. Const. Section 148, KRS 118.035 and the above voting leave regulations. Employees who are entitled to vote at any election, are otherwise scheduled to work during the hours that the polls are open, and request leave in advance, shall be granted four (4) hours of leave to do so. Additionally, if an advance request is made, employees voting absentee may be granted this leave on the day they appear before the clerk to apply for the absentee ballot, except as noted below.

KRS 118.035 states that any qualified voter who exercises his right to voting leave but fails to vote under circumstances that did not prevent him from voting may be subject to disciplinary action. An employee appointed to serve as an Election Officer may receive voting leave not to exceed a total of seven and one-half (7.5) hours or eight (8) hours, depending on the employee's work schedule, to attend training or for service as an Election officer for a designated election, provided that such leave is requested in advance, KRS 118.035(4).

A copy of each county's sample ballot will be posted on the Secretary of State's website, [www.sos.ky.gov](http://www.sos.ky.gov).

This notice should be made available to all affected employees by email, if they have an account, and should be conspicuously posted in every worksite. If you have any questions, please direct them to the Office of Legal Services in the Personnel Cabinet at (502) 564-7430.



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