**Steven L. Beshear**
Governor

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**Tim Longmeyer**
Secretary

**MEMORANDUM**

**PERSONNEL MEMO 13-16**

**TO:** Cabinet Secretaries
Agency Heads
Constitutional Officers
HR Administrators

**FROM:** Tim Longmeyer, Secretary TML

**DATE:** June 20, 2013

**SUBJECT:** **Special Election in Russell County, Kentucky**

A Special Election will be held in the following precincts in **Russell County, Kentucky** on **July 23, 2013:**

A101-Lake
A102-Jamestown

Only those citizens who have registered to vote and who reside in this county and these precincts shall be entitled to vote in this election.

In accordance with Section 148 of the Kentucky Constitution, KRS 118.035 and the voting leave regulations 101 KAR 2:102, Section 7 and 101 KAR 3:015, Section 7, all employees who are 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 four (4) hours of voting leave to cast their vote.

Employees voting absentee may be granted this leave if a request is made in advance of 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 their right to voting leave but fails to vote under circumstances that did not prevent them 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 (based on a 37.5 hour work week) or eight (8) hours (based on a 40 hour work week) for a designated election to attend training and for service as an Election Officer, provided that such leave is requested and approved in advance.

If you have any questions regarding the voting leave policy, please contact Dinah Bevington, Executive Director, Office of Legal Services in the Personnel Cabinet at (502) 564-7430.