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Thomas B. Stephens
Secretary

MEMORANDUM

PERSONNEL MEMO 16-01

TO: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Thomas B. Stephens, Secretary ECT for TBS

DATE: January 5, 2016

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

A Special Election will be held in the following precinct in Shelby County, Kentucky on **February 2, 2016:**

D102 - Cropper

Only those citizens who are registered to vote and who reside in the above-referenced county shall be entitled to vote in this election.

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 four (4) hours of voting leave 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 apply for the absentee ballot. *See* Ky. Constitution 148; KRS 118.035; 101 KAR 2:102(7); 101 KAR 3:015(7).

An employee selected 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. *See* KRS 118.035(4). This leave must be requested and approved in advance by an appropriate supervisor.

Any employee who exercises their right to obtain voting leave, but fails to vote, under circumstances that did not prevent them from voting, may be subject to disciplinary action. *See* KRS 118.035(3).

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