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Thomas B. Stephens
Secretary

MEMORANDUM

PERSONNEL MEMO 16-12

TO: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Thomas B. Stephens, Secretary

DATE: February 17, 2016

SUBJECT: **Kentucky Republican Presidential Caucus**

The Kentucky Republican Presidential Caucus will be held on Saturday, March 5, 2016. Voting hours will be from 10:00 a.m. to 4:00 p.m. local time. Only registered Republicans are eligible to vote on March 5. Voters must have registered to vote as Republican by December 31, 2015.

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 Republican Party of Kentucky to apply for the absentee ballot. *See* Ky. Const. § 148; KRS 118.035; 101 KAR 2:102(7); 101 KAR 3:015(7). Information about the caucus and absentee voting procedures is available on the Republican Party of Kentucky's website at http://rpk.org/caucus/.

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.