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GOVERNOR




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SECRETARY

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**MEMORANDUM**

**PERSONNEL MEMO 20-10**

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

**From:** Gerina D. Whethers, Secretary 

**Date:** May 26, 2020

**Re:** Primary Election – June 23, 2020

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Kentucky's primary election will be held on Tuesday, June 23, 2020. To verify your eligibility to vote in the primary, please review your voter registration information and the sample ballot that will include all partisan and nonpartisan local and state races requiring a primary in your county of residence at [GoVoteKY.com](https://www.GoVoteKY.com). If you have moved, you can update your voter registration address at [GoVoteKY.com](https://www.GoVoteKY.com). The last day to register to vote is May 26, 2020. As a reminder, if your party affiliation changed after December 31, 2019, you are not eligible to vote in partisan races in the Primary Election. However, please note that all registered voters shall be qualified to vote in the Primary for candidates in nonpartisan races if nonpartisan races appear on your ballot.

This primary election, in response to the State of Emergency declared regarding the COVID-19 pandemic, voters will be able to vote absentee by mail or hand-delivery, vote early in-person the two weeks before election day, or in-person on election day, but are strongly encouraged to vote absentee if possible. 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 up to four (4) hours of voting leave (VOTE) to cast their votes in person. 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 request an application for or to execute an absentee ballot. *See* Ky. Const. § 148; KRS 118.035; 101 KAR 2:102(7); 101 KAR 3:015(7). Additionally, any employee who votes by mail or hand-delivery is likewise entitled to four (4) hours of voting leave.

To be eligible for voting leave, employees must both cast their vote (in person, absentee, by mail, or hand-delivery) and record voting leave during the employee's regularly scheduled duty hours. Any employee who exercises their right to obtain voting leave, but fails to vote, may be subject to disciplinary action. *See* KRS 118.035(3).

An employee who is selected to serve as an election officer shall be allowed, upon prior request and approval, leave up to 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 attending training or serving as an election officer.

- Approved absences to serve as an election officer on Election Day shall be coded as ELEC (Working Polls Leave).
- Approved absences for election officer training activities shall be charged to compensatory leave, annual leave, or authorized leave without pay if the employee does not have accrued leave or a combination thereof.

*See* KRS 118.035(4).

Employees exercising their right to use voting leave and/or election leave are required to complete the Voting and Election Leave Verification form, available on the Personnel Cabinet website under [Documents in Demand](#). Completed forms should be submitted to the employee's supervisor.

Should you have questions regarding your eligibility, contact information for the county clerk in your county of resident may be viewed at [GoVoteKY.com](http://GoVoteKY.com) or you may contact the Office of Secretary of State at (502) 564-3490 or the State Board of Elections at (502) 573-7100. If you have questions regarding the voting and election leave policy, please contact the Office of Legal Services in the Personnel Cabinet at (502) 564-7430.