

October 11, 2022

Board of Health:

Please find the following proposed addition to the Personnel Policies/Employee Handbook for Franklin County Public Health.

**Election Poll Worker Leave**

Any employee who is a registered voter of Franklin County and meets the other requirements established by the law and the Franklin County Board of Elections may request Election Poll Worker Leave with pay for the purposes of being an election precinct official (i.e., poll worker) of an election held by the Franklin County Board of Elections. Employees who are on any paid or unpaid leave of absence are not eligible for Election Poll Worker Leave.

Obtaining Leave - The interested employee will request in advance authorization for paid leave through the timekeeping system. This can be volunteer time, vacation, personal or compensatory time.

Employees must be post-probation, in good standing (e.g. not under any disciplinary action) and full-time to be eligible. Approval is based on the agency's operational need and on the order in which requests from multiple employees are received. Once the request has been approved by the supervisor, the employee can contact the Franklin County Board of Elections to register as a poll worker.

Duration of Leave - Approved leave covers only your regular working hours on the day of an election that the Franklin County Board of Elections engages you as a poll worker. Any day the employee is not required to participate as a poll worker, the employee must report to work.

Compensation - In addition to the paid leave hours, you also receive the regular compensation awarded to poll workers in addition. Submit verification of your election day service with a copy of your poll worker paycheck or paystub to Human Resources.

Training - Any training courses required by the Franklin County Board of Elections should be attended outside of your regular working hours. If this is not possible, you must obtain prior approval to use vacation, compensatory, or personal leave. LWOP will not be authorized for you to attend Precinct Election Official training courses.

Do not hesitate to contact me with questions.

Respectfully Submitted by:

Jennifer Robinson, Director of Human Resources and Customer Service