



Poll Worker Leave Policy

Purpose

The purpose of this Poll Worker Leave Policy is to provide the Ohio Department of Agriculture (ODA) employees with uniform procedures in accordance with the Ohio Revised Code, , under which poll worker leave will be administered by ODA.

Scope

This Policy only applies to full-time permanent or part-time permanent employees. Employees classified as non-permanent appointments, such as temporary or intermittent, are not eligible for poll worker leave. An employee who is on any type of paid or unpaid leave of absence is not eligible for poll worker leave.

Authority

- a. O.R.C. § 3501.28(F)(1)(c).
- b. State of Ohio Policy on Poll Worker Leave

Procedure

ODA will permit its eligible employees who are certified by the local board of elections to be eligible for paid leave (poll worker leave) on election day to serve as an election official. The ability to use such leave is subject to the terms and conditions set forth herein. Employees requesting poll worker leave and supervisors who receive such requests should follow this procedure:

- a. An employee who wishes to request paid time off to serve as an election official should submit a request for leave using the Outlook calendar (specifying "poll worker leave") at least fourteen (14) calendar days prior to the date of the election or as soon as practical. When requesting leave, the employee should provide a copy of his or her certificate of appointment issued by the board of elections, a commitment card, or another form of confirmation from the local board of elections that the employee will be serving as an election official and the date on which the employee will be serving. A supervisor will be unable to approve poll worker leave without this confirmation.
- b. Requests for poll worker leave shall be subject to the operational needs of the employee's section. Requests for personal, sick, or vacation leave will be given priority over requests for poll worker leave on that day. If the number of employees requesting poll worker leave would cause a particular section to not be able to fulfill its operational needs, then requests for poll worker leave will be considered in the order in which they are submitted. Please note that a request is not considered fully submitted until the employee presents the elections board confirmation to his or her supervisor. ODA reserves the right to revoke the approval of poll worker leave if operational circumstances of the employee's section so dictates as determined by the employee's supervisor.
- c. An employee must verify his or her service as an election official by submitting a properly completed and signed Poll Worker Verification Form to his or her supervisor



on the first scheduled workday following the election. At that time, the employee should enter a request for leave in OAKS Time and Labor Self-Service and indicate the appropriate number of hours of leave and the time reporting code for Poll Worker Leave (POLLV). An employee may receive Poll Worker Leave on an hour for hour basis. The supervisor will provide a copy of the Poll Worker Verification Form to the Human Resources Section.

- d. Additionally, within five (5) working days of receiving payment from the local board of elections, the employee should submit proof of payment to the employee's supervisor. The supervisor will provide this documentation to the Human Resources Section. Please note that the proof of payment verification will not be considered timely if submitted more than six (6) months after the election. Failure of the employee to submit timely verification will cause the employee to be considered absent without leave (AWOL) for that day and may subject the employee to disciplinary action.

Contact

The Human Resources Director is available for consultation or questions regarding this Policy.

Revision History

Date	Description of Change
8/2012	Initial Policy Issued
7/2014	Policy Reviewed
7/2015	Policy Reviewed

