

7.07 POLL WORKER LEAVE

Per Section 3501.28 of the O.R.C., employees may serve as a precinct election official of elections on the day of an election without loss of the employee's regular compensation for that day in accordance with the terms and conditions set forth as follows:

- a)** Service as a precinct election official is voluntary;
- b)** Requests for leave for this purpose shall be submitted in writing to the employee's department head well in advance of the Election Day for which the paid leave is requested. Written approval must be received from the appropriate department head in a timely fashion;
- c)** Approval by department heads shall be administered in an equitable manner while maintaining sufficient number and classification of employees within the department to assure that service to the public remains uncompromised;
- d)** Each department shall develop an equitable standard procedure for deciding which employees are permitted to receive leave with pay if more employees request such leave to serve as a judge of elections on Election Day than can be permitted while maintaining appropriate levels of service to the public. Items for consideration could include seniority, attendance record, taking turns, excessive backlog of work, etc.;
- e)** Employees will not be paid or compensated for leave to attend training required to be a poll worker; and
- f)** Poll worker leave will not constitute active pay status for purposes of overtime or compensatory time calculation.

