

POLL WORKER LEAVE

SOURCE: OHIO EPA ADMINISTRATION & ORC 3501.28

CONTACT: OFFICE OF EMPLOYEE SERVICES

Poll Worker Leave Policy:

Purpose

The purpose of this policy is to provide poll worker leave for Ohio EPA employees who serve as a judge in a general, primary or special election on election day.

1. Full-time and part-time permanent Ohio EPA employees who are certified by the local board of elections are eligible for paid poll worker leave to serve as judges of elections on election day. Employees who are on any type of paid or unpaid leave of absence are not eligible for poll worker leave.
2. Employees who are approved for poll worker leave will receive paid leave on an hour-for-hour basis up to the maximum number of hours the employee is regularly scheduled to work on the day of the election at the employee's regular rate of pay.
3. In addition to the employee's regular compensation, employees may keep the payment received by the Local Board of Elections.
4. Employees will not receive paid leave for poll worker training, but they may utilize approved leave (i.e., vacation, personal and compensatory) or flex time. Please contact your local board of elections for questions regarding the training process and schedule.
5. To request time off, employees must submit the standard "[Request for Leave form](#)" (ADM 4258), check the box for "other", and write "Poll Worker Leave" on the form and submit it to their immediate supervisor at least 14 calendar days prior to the date of the election.
6. The completed and signed "[Poll Worker Leave Verification Form](#)" must be submitted to the employee's supervisor on the workday following the election on which the employee returns to work. The supervisor will then forward the form to the Office of Employee Services (OES).
7. Employees must use the Poll Worker Leave when pinning their timecard in TAS.
8. Within 5 working days of receiving payment from the local board of elections, you must submit proof of payment (i.e., copy of the check received from the board of elections) to OES. Failure to submit proof of payment to OES may subject the employee to discipline.

9. Requests for poll worker leave shall be subject to the operational needs of the employee's office/division/district. If the number of employees requesting poll worker leave causes the employee's office/division/district to be unable to fulfill its operational needs, then requests for poll worker leave will be granted in the order they were received, after all other types of leave requests (personal, vacation, sick and compensatory).
10. Supervisors can revoke the approval of poll worker leave if operational circumstances of the employee's office/division/district so necessitates. It is the employee's responsibility to notify the board of elections if they are no longer available to serve as a judge of elections.