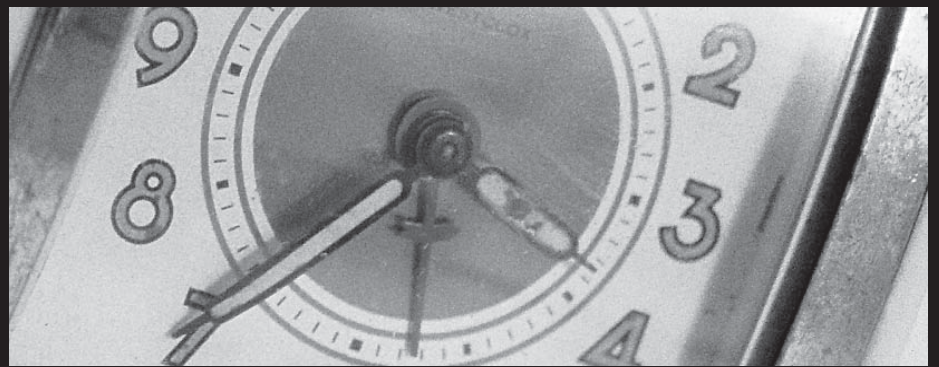


1 IF A VOTER DOES NOT HAVE SUFFICIENT TIME OUTSIDE OF WORKING HOURS TO VOTE AT A STATEWIDE ELECTION, THE VOTER MAY, WITHOUT LOSS OF PAY, TAKE OFF ENOUGH working time which when added to the voting time available outside of working hours will enable the voter to vote. No more than two hours of the time taken off for voting shall be without loss of pay.

(California Elections Code Section 14000)

TIME OFF TO VOTE

2 The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows for the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.



3 If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with the provisions of this section.

SECRETARY OF STATE

DEBRA BOWEN

1500 11TH STREET, 5TH FLOOR

SACRAMENTO, CA 95814

Tel 916-657-2166 / Fax 916-653-3214



CALIFORNIA SECRETARY OF STATE DEBRA BOWEN

Elections Division ♦ 1500 11th Street, Sacramento, Ca 95814 ♦ Tel 916.657.2166 / Fax 916.653.3214 / Email elections@sos.ca.gov

NOTICE TO EMPLOYERS REGARDING EMPLOYEE TIME OFF FOR VOTING

Dear Employer:

As you know, state law (California Elections Code Section 14001) requires you to post a notice to your employees advising them of provisions for taking paid leave for the purpose of voting in statewide elections.

A sample of this notice has been printed on the opposite side of this page for your convenience.

I also want to inform you of several points related to the statutory provisions for employee time off for voting.

- You must post this notice a minimum of 10 days before a statewide election. (Note: Statewide elections are regularly scheduled on the first Tuesday following the first Monday of March and November of even-numbered years. "Special" statewide elections may also be called but are not regularly scheduled. In general, a statewide election is defined as one in which all voters in the state have an opportunity to vote on at least one common race or issue.)
- The notice must be posted either in the workplace or where it can be seen by employees as they enter or exit their place of work.
- Employees are eligible for paid time off for the purpose of voting only if they do not have sufficient time outside of working hours to vote. The intent of the law is to provide an opportunity to vote to workers who would not be able to do so because of their jobs.
- Voting hours are from 7am to 8pm.
- Employees can be given as much time as they need in order to vote, but only a maximum of two hours is paid.
- You may require employees to give advance notice that they will need additional time off for voting.
- You may require time off to be taken only at the beginning or end of the employee's shift.

I hope this information is useful to you. Please feel free to contact my office if I can be of further assistance.

Sincerely,

A handwritten signature in black ink that reads "Debra Bowen".

Debra Bowen
Secretary of State