

POLL WORKER LEAVE

Model Work Rule

[Note: This is a model rule, and is intended to be adopted at the agency level. It is intended that this model rule will be modified by each agency to meet its specific needs within the context of the State Policy on Poll Worker Leave and the applicable statute (ORC 3501.28)]

Purpose

The purpose of this work rule is to establish procedures in accordance with the [State of Ohio Policy on Poll Worker Leave](#).

Policy Statement

The Department of X (Dept X) recognizes that there is a need for a pool of available individuals to serve as judges of elections in order for our democratic process to operate in a fair and efficient manner. Accordingly, Dept X will allow its permanent full-time and part-time employees, certified by the local board of elections, to be eligible for paid leave (poll worker leave) on election day to serve as judges of elections. The ability to be away from work as contemplated by this work rule is subject to the terms and conditions set forth below.

Applicability

Poll worker leave only applies to individuals who work full time or part time for Dept X. Employees who are classified as non-permanent appointment types such as seasonal, intermittent, etc., are not eligible for poll worker leave. This work rule shall be uniformly applied to all similarly situated employees. An employee who is on any type of paid or unpaid leave of absence is not eligible for Poll Worker Leave.

Procedures

Employees requesting poll worker leave and supervisors who receive the requests for leave must follow the procedures established by this work rule.

1. A request for paid time off to serve as a judge of elections on election day shall be submitted to the employee's immediate supervisor at least 14 calendar days prior to the date of the election or as soon as practicable. To request time off the employee must complete the standard "[Request for Leave](#)" form (ADM 4258), check the box for "Other", and write "Poll Worker Leave" on the form.

Additionally, the employee must attach to the request for leave a copy of the employee's certificate of appointment issued by the board of elections pursuant to RC 3501.27(A), a commitment card, or another form of confirmation from the local board of elections that the employee will be serving as a judge of elections on a particular election day. Any request for time off that is not timely or presented in the proper manner shall be denied.

2. Upon receiving a properly completed request for leave form with the required documentation, the immediate supervisor shall note the date and time the request was received in the supervisor's "Remarks" section. The supervisor is responsible for notifying an employee when the form is not completed properly or when documentation is missing. Such notification shall be given by the supervisor prior to marking the leave form as being received for processing.

3. Requests for poll worker leave shall be subject to the operational needs of the employee's work unit. Requests for poll worker leave will be given the lowest priority as compared to all other types of leave requests received from employees within the work unit for the same date.
4. If the number of employees requesting poll worker leave would cause a work unit to not be able to fulfill its operational needs, then requests for poll worker leave will be granted in the order they were received. The supervisor's date and time in the remarks section is the sole factor in determining when a request was submitted. Incomplete forms or forms with missing documentation will not be considered submitted until the error is corrected.
5. Dept X can revoke the approval of poll worker leave if operational circumstances of the employee's work unit so necessitate, at the discretion of the employee's immediate supervisor. A supervisor who makes this determination shall follow the existing procedures for revoking approved leave. It is the employee's responsibility to notify the board of elections if the employee is no longer available to serve as a judge of elections on a particular election day.
6. An employee must verify to Dept X the employee's service as a judge of elections in each instance that the employee utilizes poll worker leave. On the workday following the election on which the employee returns to work, the employee shall deliver a properly completed and signed Poll Worker Leave Verification Form to the employee's immediate supervisor. Additionally, within 5 working days of receiving payment from the local board of elections, the employee shall submit proof of the payment to the employee's immediate supervisor. The supervisor shall attach the copy of the proof of payment to the Manager/Supervisor copy of the employee's previously submitted request for leave form. Verification will not be considered timely if submitted more than 6 months beyond the date the employee utilized Poll Worker Leave. Failure of the employee to timely submit the required verification discussed above to the employee's immediate supervisor will cause the employee to be considered absent without leave (AWOL) for that day and may subject the employee to discipline, up to and including removal.
7. Any employee who fails to follow the procedures set forth in this work rule may be subject to disciplinary action, up to and including removal. Dept X will notify the Director of Administrative Services of any circumstances where fraud is suspected so that improper payments can be recovered.