



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Time Off for Voting When Employees Do Not Have Sufficient Time Outside of Working Hours (Prior Advanced Approval Needed)

**NUMBER:** BUL-1704.2

**ISSUER:** Earl R. Perkins, Associate Superintendent  
Division of District Operations  
Office of the Superintendent

**DATE:** April 17, 2017

**ROUTING**  
All Schools and  
Offices

**PURPOSE:** The purpose of this Bulletin is to clarify the time off policy for voting in elections.

**MAJOR CHANGES:** This version replaces BUL-1704.1 of the same title, issued by the Office of the Superintendent, dated October 19, 2012.

**GUIDELINES:** The following guidelines apply.

The District must post a Notice informing its employees of their ability to seek paid time off for voting. The Notice must be posted at least ten (10) days prior to any statewide election. Each Local District and work site is responsible for ensuring this posting occurs at their location. The Notice must be posted conspicuously either in the workplace or where it may be seen by employees as they enter or exit their place of work. Supervisors must check their work locations at least ten (10) days prior to any statewide election to ensure the Notice is conspicuously posted. You may post this Bulletin to comply with the notice requirement.

Employees are eligible for paid time off for the purpose of voting, in local and statewide elections, only if they do not have sufficient time outside of working hours to vote. The law provides an opportunity for workers to vote who would not be able to do so due to their working hours. Voting hours are from 7:00 a.m. to 8:00 p.m. Employees may be provided the necessary time needed in order to vote, but limited to a maximum of two hours paid time.

Employees must give the District at least two working days advance notice of their need to take this time off for voting. The District requires that the time provided to the employee be taken at the beginning or end of the employees' work day. Such time is to be reported as Miscellaneous Time (MS) following normal payroll procedures.

Please refer to the employees' specific Collective Bargaining Agreement for any variations on the above policy. This policy is made in accordance with Board Rule



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1931, and California Elections Code §§ 14000-14002.

**AUTHORITY:** This is a policy of the Superintendent of Schools. The following legal authorities are applied in this policy.

Board Rule 1931, and California Elections Code §§ 14000-14002.

**RELATED  
RESOURCES:** None

**ASSISTANCE:** For assistance and information, please contact your Local District Office, Staff Relations Field Director, Labor Relations Representative, Human Resources Unit, or the General Counsel's Office at (213) 241-7600.