

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

Procedure No.:

Revision No.:

Effective:

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Administrative Civic Leave for Election Work

OVERVIEW: This procedure outlines Alachua County's policy for employees to work (during their normal work hours) at Alachua County Election Polls or to receive training to become a Poll Worker.

SCOPE: This procedure applies to all employees in permanent, budgeted positions of the Board of County Commissioners.

PROVISIONS:

1. Approval must be obtained from the employee's supervisor and Department Director. Approval will be based on the ability of the department to accommodate the absence.
 - a. Requests for this leave should be requested as the employee's normally requests leave
 - b. Administrative Civic Leave will only be granted for days on which the employee is regularly scheduled to work.
 - c. If leave is approved, employee will be granted up to 8 hours of Administrative Civic Leave and should notate as such on their timesheet.
 - i. If an employee works a 10-hour work day or any other alternate schedule, they must request and use Annual or Comp leave to make up their regular hours.
 - ii. If an employee works less than 8 hours a day they will be granted up to 8 hours depending on their regular schedule.
 - iii. No overtime will accrue as a result of time used as a volunteer election worker or in training for such.
 - d. If an employee has a second job as a Poll Worker they will not get paid their BoCC rate of pay to work at the Polls.