



Office of the Vice President
Human Resources, Diversity and Inclusion
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General Election 2020 Employee Time Off to Vote

As a reminder, the General Election is TUESDAY, NOVEMBER 3, 2020. The following collective bargaining agreement provisions provide employees time off to vote:

Unit 1, Provision 15.10 and Unit 4, Provision 20.13

An employee who would otherwise be unable to vote outside of their regular working hours may be granted up to two (2) hours of worktime without loss of pay to vote at a general, direct primary, or presidential primary election.

An employee shall be required to request such leave time from the appropriate administrator at least two (2) working days prior to the election.

Units 2, 5, 7, and 9, Provision 15.22

An employee who would otherwise be unable to vote outside of their regular working hours may be granted up to two (2) hours of worktime without loss of pay to vote at a general, direct primary, special, or presidential primary election.

An employee shall be required to request such leave time in writing from the appropriate administrator at least two (2) working days prior to the election.

Unit 3, Provisions 23.11 and 23.12

A faculty unit employee who would otherwise be unable to vote outside of their regular working hours may be granted up to two (2) hours of work time without loss of pay to vote at a general, direct primary, or presidential primary election.

A faculty unit employee shall be required to request such leave time from the appropriate administrator at least two (2) working days prior to the election.

Unit 6, Provisions 18.18 and 18.19

If an employee does not have sufficient time outside of their working hours to vote at any general, direct, primary, or presidential primary election, the employee may take a sufficient amount of working time to enable them to vote. Not more than two (2) hours of such time shall be provided to an employee without loss of pay. Time off for voting shall be provided only at the beginning or end of the employee's regular work shift, unless otherwise mutually agreed.

If an employee requires time off to vote, on the third working day before the day of the election, they shall give notice that they require time off, in accordance with provision 18.18, to the appropriate administrator at least two (2) days before the election.

If you have any questions regarding the above provisions, or you are not covered by any of the above collective bargaining agreements, please contact the following:

- Liz Castello, Manager, Staff Labor/Employee Relations, ext. 8396, ecastello@fullerton.edu
- Chris Clayton, Manager, Faculty Labor/ Employee Relations, ext. 4381, cclayton@fullerton.edu

For more information on the 2020 elections, please visit <http://www.fullerton.edu/election/>.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Forgues', with a long horizontal line extending to the right.

David Forgues, Ph.D.
Vice President for Human Resources, Diversity and Inclusion