




MEMORANDUM

The City of OKLAHOMA CITY

HUMAN RESOURCES BULLETIN 22-03

TO: All Department Directors/Division Managers

FROM: Aimee Maddera 
Chief Human Resources Officer

DATE: September 16, 2022

SUBJECT: Human Resources Bulletin 22-03: Voting Leave

I. PURPOSE

It is the policy of the City of Oklahoma City to allow employees to participate in voting per Personnel Policies Section 709-Voting Leave and Title 26, Oklahoma Statutes, Section 7-101. This Human Resources Bulletin provides the procedures for ensuring all employees are given the opportunity to vote in elections that are listed on the Oklahoma State Election Board website.

An eligible full-time employee who is a registered voter and is eligible to vote in the subject election shall be granted up to two (2) hours of paid time off to vote during the period when the polls are open. If the voting place is at such a distance that more than two (2) hours are required to vote, then sufficient time will be allowed. No employee shall be entitled to voting leave unless the voting time is scheduled with the supervisor before election day. The department/division may change the work hours to allow voting leave before the beginning of work or after work hours.

Voting leave shall not apply to an employee whose shift begins three (3) hours or more subsequent to poll opening or ends three (3) hours or more prior to poll closing. Part-time employees' schedules may be adjusted to meet this requirement.

II. PROCEDURE

Eligible employees will be permitted time off for voting, provided the following requirements are met:

1. The employee is a registered voter of the State of Oklahoma; and is eligible to vote in the subject election; and

2. The employee notifies his/her supervisor verbally or in writing of his/her intent to vote in the eligible election no later than the day before the election.
3. The employee may be full-time and/or probationary to participate in Voting Leave.

Eligible employees satisfying the above requirements must be granted up to two (2) hours of paid time off to vote during the period when the polls are open for voting. However, any employee whose work shift begins three (3) or more hours after the polls open, or ends three (3) or more hours before the polls close, is not entitled to voting leave. For example, if an employee's shift begins at or after 10:00 a.m. and/or ends at or before 4:00 p.m., the employee would not be entitled to voting leave.

The supervisor shall select the hours that eligible employees will be permitted time off to vote and must notify each employee of the hours they have in which to vote. To ensure uninterrupted services to the citizens, the supervisor may adjust an employee's normal work schedule, i.e., permitting an employee whose work shift ends at 4:30 p.m. or 5:00 p.m. to leave at 4:00 p.m. However, an employee who lives "in a county or at such a distance from his/her designated polling place that more than two hours are required in which to attend such elections, must be allowed sufficient time in which to cast his/her ballot."

Employee may be required to provide proof of voter registration and may be required to provide proof of voting. Supervisors may advise employees that failure to provide such documentation may result in denial of voting leave and/or disciplinary action.

If you have any questions concerning voting leave, please feel free to contact the Employee and Labor Relations Division of the Human Resources Department.