

Proposed change to City of La Crosse Employee Handbook Procedures and Benefits

Section 3: Time Away From Work

Voter Leave Law

Voting/Election Official Leave Law

Voting. Any employee who is entitled to vote at an election is entitled to be absent from work while the polls are open for a period not to exceed ~~2~~ **3** successive hours to vote. The employee must provide ~~seven~~ **(7) days advance** notice to his/her Department Head before Election Day of the intended absence. Time absent requires use of accrued leave. The Department Head will designate the time of day for the absence.

Election Official Using Accrued Leave. Employees who are appointed as an election official, under s. 7.30 of the Wisconsin State Statutes, are entitled a leave of absence from work to attend to such duties. An employee who serves as an election official shall provide his or her Department Head with at least 7 days' notice of request for a leave. Time absent requires the use of accrued leave, however shall not result in a loss of fringe benefits.

Election Official Not Using Accrued Leave. City employees residing in La Crosse County, may submit a written request for a paid leave of absence to serve as an election official under s. 7.30 of the Wisconsin State Statutes. Paid time will include hours worked on Election Day and for any training necessary to perform the duties of an election official. On Election Day, employees will be paid their regular rate of pay for the amount of hours that equals their normal work day (7.5 or 8 hours). Any hours beyond the normal work day hours, and any training hours, will be paid by the City Clerk at the rate of the election official position. Employees must submit a written request for leave using the City of La Crosse Leave Request form, which must be approved by their supervisor, department head and Deputy Director of Human Resources. Approval for this paid time is subject to departmental needs and must not adversely affect department operations.