

To: Montgomery College Employees and Supervisors

From: Ms. Krista Leitch Walker, Vice President and Chief HR Officer
Office of Human Resources and Strategic Talent Management (HRSTM)

Date: April 30, 2026

Subject: Election Worker Participation and Time Off (Leave) Request Process

As part of our commitment to civic engagement, Montgomery College supports employees who serve as election workers (also known as election judges) during the 2026 election cycle.

Eligible employees who choose to serve as an election workers may receive up to 16 hours of Civic/Court Time Off, covering up to one (1) day of training and one (1) day of service, with no more than eight (8) hours on any single day. This includes Election Day service as well as early voting dates.

Key Dates for Montgomery County and other Maryland Counties:

1. Early Voting (Primary): June 11–18, 2026
2. Gubernatorial Primary Election Day: June 23, 2026
3. Gubernatorial Election Day: November 3, 2026

Note: This opportunity applies regardless of which election you support, including elections held outside of Montgomery County. To serve, you must be a registered voter in the jurisdiction where you wish to work. The county or jurisdiction pays election workers directly for their service. Many jurisdictions require returning workers to renew their application. Training is required for most election workers. For information on available positions, training, and how to apply or renew, visit your local Board of Elections website. For Montgomery County, visit the [Board of Elections Worker Program webpage](#).

Steps for Requesting Civic/Court Time Off:

1. Request approval in advance by emailing your supervisor and/or unit administrator. In your email, note that the time off is for election worker service and include the total number of days or hours you are requesting.
2. Keep a copy of the approval email because it must be uploaded when you submit your time off request in Workday.
3. Submit your request in Workday using the Civic/Court Time Off leave category and upload your pre-approval email as part of that request.
4. After completing your service, email a copy of your *Official Notice of Appointment* (the confirmation document provided to you by the Board of Elections) to HRSTM@montgomerycollege.edu.

Thank you for considering this meaningful opportunity to support your community and the democratic process. If you have questions about this process, please contact the HR Help Desk at: HRSTM@montgomerycollege.edu or (240) 567-5353.