

**To:** Montgomery College Employees

**From:** Sophia Mason, Director, HRSTM Business Services  
Office of Human Resources and Strategic Talent Management (HRSTM)

**Subject:** **Voting, Election Day Support, and Time Off Approval Process**

**Date:** October 17, 2024

General Election Day is on Tuesday, November 5, 2024. Since 2020, the Maryland Board of Elections has made voting easier than ever: you can [register to vote and/or request a mail-in ballot](#) with a few clicks. As a reminder, Montgomery County Board of Elections has approved the addition of ballot drop boxes at the Montgomery College campuses for the 2024 primary and general elections. Ballot drop boxes were delivered to MC's campuses on September 17, 2024, and will be available through 8:00 p.m., Tuesday, November 5, 2024.

For those who plan to vote in person, eligible employees may use their Personal Time Off or Annual Time Off to vote. Please coordinate with your supervisor as you would with any other Time Off request.

In addition, the College will grant Civic Duty Time Off to any employee who becomes trained and subsequently serves as an election judge, regardless of the jurisdiction in which he or she resides. This applies to primary elections, general elections, and any special elections where the County Board of Elections is seeking individuals to serve as election judges at polling places. For further information, please visit the Montgomery County Board of Elections [website](#).

If you do serve as an election judge, please follow these steps to request Civic Duty Time Off:

1. Discuss the need for Civic Duty Time Off for election day support in advance. Please confer with and obtain your supervisor and/or unit administrator approval before submitting your time off request in Workday.
2. Upon approval, enter your Civic Duty Time Off request for serving as an election day judge in [Workday](#) (select **Civic/Court Time Off**). The College will support up to one day (8 hours) of training and one day (8 hours) as an election judge, not to exceed 16 hours of Civic Duty Time Off in a specific election cycle (every two years). Furthermore, you may not report more than eight (8) hours of Civic Duty Time Off in one day.

3. When you have completed your service to your local board of elections, you must submit a copy of your “Official Notice of Appointment” to the [HRSTM Help Desk](#).

On a related note, the College’s procedure on Political Activity 31004 (CP) was recently updated. We encourage you to visit the [Policies and Procedures website](#) to learn more. If you have any questions, please contact the HRSTM Help Desk at (240) 567-5353 or [HRSTM@montgomerycollege.edu](mailto:HRSTM@montgomerycollege.edu).

Thank you for considering this important civic engagement opportunity.