

To: Montgomery College Community

From: Sophia Mason, Director, HR Business Services
Office of Human Resources and Strategic Talent Management

Subject: **Voting, Election Day Support, and Leave Approval Process**

Date: October 5, 2020

General Election Day is on November 3, 2020. Due to the pandemic, the Maryland Board of Elections is making voting easier than ever: you can [register to vote and/or request a mail-in ballot](#) with a few clicks. For those who plan to vote in person, employees may use personal leave or annual leave to vote. Please coordinate with your supervisor as you would with any other leave request.

In addition, the College will grant administrative leave 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 leave:

1. Submit for leave in advance, noting the leave as election day support. Please confer with and obtain your supervisor and/or unit administrator approval in advance of submitting for leave.
2. Upon approval, you may report your leave as *administrative leave* for serving as an election day judge. The College will support up to one day of training and one day as an election judge, not to exceed 16 hours of administrative leave. Furthermore, you may not report more than eight hours 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 [Office of Human Resources and Strategic Talent Management](#).

Thank you for considering this important civic engagement opportunity.