

To: Montgomery College Employees and Supervisors

From: Joyce Matthews, Interim Sr. Vice President for Advancement and Community Engagement
Krista Leitch Walker, Vice President and Chief Human Resources Officer
Karla Silvestre, Director of Community Engagement

Subject: Civic Engagement Opportunity: Election Day Judge/Worker and Support, and Time Off (Leave) Approval Process

Date: April 13, 2022

In support of the electoral process, the College will grant **Civic/Court Time Off*** to regular employees who become trained and serve as an election judge (referred to as an election worker), regardless of the jurisdiction in which they reside. This applies to Primary Election Day, the General Election Day on November 8, 2022, and any early voting dates where the County Board of Elections is seeking individuals to serve as election judges at polling places. Election judges are compensated by the county for working on election days. Montgomery County residency is not a requirement to serve, but judges must be registered voters in Maryland. For further information, please visit the Montgomery County Board of Elections [website](#).

Please note that the deadline to submit an election judge application in Montgomery County is **June 28, 2022**. Election judge training is ongoing. For information on serving as an election judge for a different county, please contact your local board of elections.

If you do serve as an election judge, please follow these steps to request time off:

1. Request to use Civic/Court Time Off in advance via email, noting the time off is for election-day support and specifying the total number of days/hours you will request. Please confer with and obtain your supervisor's and/or unit administrator's approval in advance of submitting your time off request in [Workday](#). A copy of your pre-approval email must be uploaded with your time off request.
2. Upon approval, you may enter your Civic/Court Time Off request in [Workday](#) 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 Civic/Court Time Off for this purpose. Furthermore, you may not report more than eight (8) 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 by email at HRSTM@montgomerycollege.edu.

Thank you for considering this important civic engagement opportunity.

* "Civic/Court Time Off" is a new time off (leave) category in Workday. This includes: jury duty, court attendance, and election judging.