

## **HUMAN RESOURCES**

### **Leave and Leaves of Absence**

#### **Administrative Leave for Employees Serving as Election Officers**

##### **I. PURPOSE**

To establish procedures governing the granting of administrative leave requested by employees for serving as election officers in federal, state, or local elections within the geographical boundaries of the commonwealth of Virginia.

##### **II. APPROVAL AUTHORITY**

Program managers shall have approval authority for employees under their supervision.

##### **III. CONDITIONS**

Administrative leave is provided so employees may serve as election officers. In approving requests, consideration will be given to the following factors:

- A. Availability of a suitable substitute, if applicable.
- B. Impact of the employee absence on the program.
- C. Number and frequency of requests of employees at the work location.

##### **IV. PAY STATUS**

Administrative leave for employees serving as election officers will be with pay.

##### **V. APPLICATION PROCESS**

- A. The Administrative Leave Form (HR-334)

An administrative leave form (HR-334) shall be obtained from the employee's program manager, completed, and returned to the program manager.

- B. Advance Approval

An administrative leave form should be submitted far enough in advance to allow time for an approval decision prior to the beginning date of the requested leave.

Legal Reference: Virginia Code § 24.2-118.1, Prohibition on discrimination  
in employment; penalty