Client Alert

California: Notice regarding Time Off for Voting must be posted by October 26, 2024

WHAT'S NEW: California employers are required to notify employees of their rights as they relate to taking time off for voting in advance of the upcoming election on November 6, 2024.

WHAT IT MEANS:

Employers must post a notice notifying employees regarding their right to paid time off to vote on or before **October 26, 2024**.

Employers may use the sample notice prepared by the California Secretary of State, which is available HERE. The notice must be posted in a visible location and must be provided electronically for remote workers.

The notice provides that if employees do not have sufficient time before or after their scheduled work hours to vote, they are eligible for paid time off for that purpose. Polls will be open from 7:00 a.m. to 8:00 p.m. on Election Day, and employees are entitled to a maximum of two hours of paid time off for the purpose of voting. Employees may, however, take additional hours off unpaid for the purpose of voting, if necessary.

Employers may:

- Require employees to provide advance notice if they will need paid time off to vote.
- Require employees to take the time off at either the beginning or end of their shift, to minimize disruption to the company.

WHAT EMPLOYERS SHOULD DO: California employers should post the required notice, and train managers regarding when employees are entitled to take paid time off to vote.

Please reach out to your Engage Human Resources Partner if you have any questions concerning this alert or other HR-related matters