VII - 7.25 –POLICY ON LEAVE FOR SERVICE AS ELECTION JUDGE FOR REGULAR STATUS NONEXEMPT AND EXEMPT STAFF EMPLOYEES

(Approved by the Board of Regents, October 22, 2004; Amended October 9, 2015)

I.   PURPOSE AND APPLICABILITY:

To establish a paid administrative leave category called Leave for Service as Election Judge for all Regular status Nonexempt and Exempt Staff employees that permits an employee, under certain circumstances, to be absent from duty without loss of any pay or without charge to the employee's accrued leave.

II.   GENERAL

A USM employee, appointed by the Election Director of a Local Election Board, as specified in the Annotated Code of Maryland, Election Law Article, Section 10-203, shall be entitled to use one hour of paid administrative leave for each hour of service as an Election Judge up to a total of eight (8) hours for each day of service without loss of pay or charge to any leave; and shall be entitled to receive the election judge compensation as specified in the Annotated Code of Maryland, Election Law Article, Section 10-205.

III.   CRITERIA

The following criteria shall be used to determine if an employee shall be granted paid administrative leave as an Election Judge:

A.   The USM employee must serve as an Election Judge during hours that the employee was otherwise scheduled to work for the USM.

B.   The USM employee must notify her/his supervisor, no less than 30 calendar days prior to the election date, of the employee's intention to work as an Election Judge to accommodate any scheduling changes.

C.   The USM employee must provide her/his supervisor with documentation from the Election Board, confirming the date and hours in service as an Election Judge, within the pay period in which the employee served or the next business day.

D.   Paid Administrative Leave for State/University Holidays on specific election days will <u>not</u> be applicable unless the employee is scheduled to work on that State/University Holiday.

E.   Elections under this law include all general, primary and special elections.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.