



STATE OF MINNESOTA
Office of Minnesota Secretary of State
Steve Simon

Memorandum

To: All Minnesota Employers

From: Office of the Minnesota Secretary of State

Subject: Time Off for Employees to Serve as Election Judges

The Office of the Minnesota Secretary of State reminds employers that employees are legally allowed to take paid time off from work to serve as election judges. Employers may not require employees to use vacation time, as a reduction in an employee's vacation balance would penalize the employee.

Since election judges are paid for their service, employers may ask the employee to turn over the amount that they earn for serving as an election judge during hours that they would have normally been scheduled to work or may deduct this amount from the employees' normal pay.

Please note that employees are allowed to take time off without penalty on days when they are serving as election judges, as well as hours during which they are attending required trainings.

The statute states:

204B.195 TIME OFF FROM WORK TO SERVE AS AN ELECTION JUDGE

An individual who is selected to serve as an election judge pursuant to section 204B.21, subdivision 2 may, after giving an employer at least 20 days' written notice, be absent from a place of work for the purpose of serving as an election judge without penalty. An employer may reduce the salary or wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

The written request to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. An employer may restrict the number of persons to be absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

The 30,000 election judges that staff Minnesota's polling places on Election Day are the backbone of our elections system and are key to ensuring that our elections are free and fair. Thank you in advance for encouraging your employees to make this contribution to Minnesota's democracy

Sincerely,

A handwritten signature in black ink that reads "Steve Simon".

Steve Simon
SECRETARY OF STATE