



## COVID-19: Poll Worker FAQs for HR Practitioners (SPS Agencies Only)

The Governor issued [Executive Order 20-149](#) (Emergency Management – COVID-19 – Primary and General Elections) on June 17, 2020. As part of the order, state employees of the State Personnel System (“state employees”) were encouraged to serve as poll workers in the county in which they are an elector for the Primary Election on August 18, 2020, and for the General Election on November 3, 2020. In order to facilitate the service by state employees as poll workers, the order authorizes additional administrative leave for those employees. In accordance with the order, and as with all other types of leave, use of this administrative leave is subject to approval by the employee’s supervisor. The supervisor shall take into consideration the impact of such leave on the operations of the work unit. The following questions and answers are provided to assist agencies in the administration of this administrative leave benefit.

**1. Who is eligible to receive the administrative leave provided by this Executive Order?**

Employees filling salaried positions in the State Personnel System (“SPS”) are eligible to receive this leave, subject to approval from their supervisor. OPS employees are specifically excluded from this leave in accordance with section 110.131(3), Florida Statutes, as referenced in Section 2.A.v. of the Executive Order.

**2. How many hours of administrative leave are salaried employees eligible to receive for training required by the Supervisor of Elections?**

Employees will receive one hour of administrative leave for every hour of required training they attend, up to a maximum of 10 hours. The employee must show proof of completion of the training, including the number of hours spent in training, to his or her supervisor for approval.

**3. How many hours of administrative leave are salaried employees eligible to receive for working as a poll worker?**

Provided they show proof of their service to their supervisor for approval, employees working as poll workers during the Primary Election on August 18, 2020, will receive 16 hours of administrative leave. Provided they show proof of their service to their supervisor for approval, employees working as poll workers during the General Election on November 3, 2020, will receive 16 hours of administrative leave. This results in a maximum of 32 hours of administrative leave if the employee works on both election days. Pursuant to the Executive Order, the employee will receive the flat 16 hours of administrative leave for each of the days he or she



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worked as a poll worker regardless of the amount of time the employee actually spends working as a poll worker on those days.

- 4. If an employee does not use all of the administrative leave while attending training or while working on an election day(s) for the Supervisor of Elections, may the employee use the excess administrative leave at a later date for another purpose?**

Yes. Any administrative leave that is not used by the employee on the date of the training or the date of the election (for example, due to the employee working fewer than 16 hours as a poll worker, working as a poll worker or attending required training outside of the employee's regular work schedule, or resulting from offsetting during the work period) may be used at a later date, provided that it is used by June 30, 2021, subject to approval by the employee's supervisor.

- 5. What documentation is sufficient to prove an employee completed the required training or worked as a poll worker before administrative leave may be approved?**

The type of documentation provided by each Supervisor of Elections may vary by county. The Department of Management Services has developed a template form that may be used, absent any other available documentation from the Supervisor of Elections.

- 6. How many hours of administrative leave may a part-time employee use?**

For this specific type of administrative leave, eligible part-time employees may use the same amount of leave provided to full-time employees (see leave limits provided above).

- 7. What Hours Type should salaried employees select in the People First system to use the hours of administrative leave provided for the training required by the Supervisor of Elections and hours worked as a poll worker for the Supervisor of Elections in the county in which they are an elector?**

Employees should use the administrative leave Hours Type 0099 – Admin Poll Worker. This administrative leave is available effective June 17, 2020.

- 8. Are employees eligible for administrative leave for working as a poll worker during early voting for either the Primary or the General election?**

No. In accordance with Executive Order 20-149, employees are not eligible for administrative leave for working as a poll worker during Early Voting for either the Primary or General Election.

- 9. If an employee uses administrative leave to cover time spent during training or as a poll worker, does he or she retain the pay provided from the Supervisor of Elections for the required training and for working as a poll worker?**

Yes. In accordance with Executive Order 20-149, the order does not affect the compensation requirements in section 102.021, Florida Statutes. As a result, any pay or other compensation received from the Supervisor of Elections is retained by the employee.