

October 21, 2020

To:       Business Officers

Re:       Mandatory Posters – Time Off to Vote

Tuesday, November 3, 2020, is the General Election. State law (California Elections Code section 14001) requires employers to post a notice to their employees advising them of their option to take paid leave to vote.

**For Essential Workers**

The Time Off to Vote notice must be clearly posted where employee notices are displayed. If your department has multiple locations for employee notices, please be sure the notice is prominently displayed in each of those locations where essential employees are familiar with seeing the posting displayed. The Time Off to Vote notice is available in both [English](http://elections.cdn.sos.ca.gov/pdfs/tov-english.pdf) and [Spanish](http://elections.cdn.sos.ca.gov/pdfs/tov-sp.pdf). You have the option of printing and posting them indefinitely or within 10 days of each election.

**For Remote Workers**

The Time Off to Vote pertains to remote workers as well. Given employees are unable to see employee notices prominently displayed at their worksite, please notify your employees within your organizational units of their right to take time off to vote. You may email the notice with a link to both the [English](http://elections.cdn.sos.ca.gov/pdfs/tov-english.pdf) and [Spanish](http://elections.cdn.sos.ca.gov/pdfs/tov-sp.pdf) versions of the notice. The notification must be done within 10 days of the election. In this case, Friday, October 23, 2020.

Additionally, all mandatory poster notices are available on the HR website at: <https://hr.ucr.edu/policies-and-procedures/personnel-policies-local-procedures/mandatory-work-posters>

If you have questions about a mandatory workplace posting or this notice, please e-mail your question(s) to: hrpolicy@ucr.edu.