



Client Alert  
October 15, 2024

## Employer Alert: California Voting Time Notice – October 26 Deadline



California employers must post a voting time off notice for employees by Saturday October 26, 2024. The notice must be physically posted at the work site but can also be sent via email to employees working remotely.

California Election Code section 14001 states: *“Not less than 10 days before every statewide election, every employer shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.”*

Section 14000 provides that employers:

- must give employees up to 2 hours of paid time off to vote in a statewide election;
- may require employees to provide notice of the need for voting time off at least three days in advance of the election; and
- may require that the paid time off to vote be taken at the end or beginning of a shift, whichever allows the most time for the employee to vote outside of working hours.

Polling locations in California open at 7 am on Tuesday, November 5, 2024 and remain open until 8 pm.

Employers with a compliant Voting Time Off policy in their Employee Handbook may be able to use the handbook policy as the required notice. For more information regarding employee notice requirements, please contact our Employment attorneys Erin McDermit [emcdermit@mh-llp.com](mailto:emcdermit@mh-llp.com) or Beth Knodel [bknodel@mh-llp.com](mailto:bknodel@mh-llp.com).

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