



LARRY HOGAN  
*Governor*


BOYD K. RUTHERFORD  
*Lieutenant Governor*

DAVID R. BRINKLEY  
*Secretary*

MARC L. NICOLE  
*Deputy Secretary*

**MEMORANDUM**

**TO:** Personnel Directors, State Personnel Management System

**FROM:** Cynthia A. Kollner  
Executive Director   
Office of Personnel Services and Benefits

**DATE:** January 10, 2022

**RE:** Administrative Leave for State Employees Serving as Election Judges

The Primary Election will be held on Tuesday, June 28, 2022, and the General Election will be held on Tuesday, November 8, 2022. As a reminder, the General Election day is a State holiday.

Under the Election Law Article, § 10-202, a State employee who serves as an election judge during hours that the employee is otherwise scheduled to work for the State may be granted one hour of administrative leave for each hour of service as an election judge, not to exceed eight hours per day. An employee who is scheduled to work on the Primary or the General Election day and wishes to serve as an election judge must obtain supervisor approval before serving. In order to qualify for administrative leave, an employee must provide his/her supervisor with as much prior notice as possible in order to accommodate any scheduling changes that might be necessary, and must provide his/her supervisor with documentation from the Election Board confirming the dates and hours of service as an election judge.

Governor Larry Hogan also has authorized up to eight hours of administrative leave for State employees who are not scheduled to work and who serve as election judges on the General Election day. An employee who is not scheduled to work on the General Election day holiday must provide his/her supervisor with documentation from the Election Board confirming the date and hours of service as an election judge before administrative leave will be granted.

Election judges play a critical part in the democratic process. Please encourage your employees to take advantage of this opportunity to serve their communities.

cc: David R. Brinkley, Secretary, Department of Budget and Management (DBM)

Sheryl Hagood, HR Administrator, Office of Personnel Services and Benefits, DBM  
Linda Lamone, State Administrator, SBE