

# ALLEN COUNTY CODE TITLE 1 GENERAL PROVISIONS

## ARTICLE 13 ELECTION DAY LEAVE

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### **1-13-1 Chapter 1: Establishment**

There is hereby authorized an Election Day Leave of Absence for County Employees. For the purposes of this Ordinance, an Election Day shall be any day upon which a Municipal, State or Federal primary or general election is held.

#### **1-13-1-2 Eligibility**

Employees shall be entitled to a paid leave of absence only if the following rules are complied with:

- (a) Said Employee works his or her last regularly scheduled shift prior to and immediately after the Election.
- (b) On the day of the Election, said Employee works on behalf of the Allen County Election Board as a paid election worker.
- (c) The Election Board certifies to the County that said Employee claiming the leave successfully completed the requirements of the Election Board.

#### **1-13-1-3**

Nothing contained herein shall be deemed to grant a paid leave of absence to any Employee for the purpose of working for any candidate, party, or other entity on the designated election days, except the Allen County Election Board. Nothing contained herein, however, shall be deemed to prohibit any Employee for otherwise taking an allotted vacation or personal day for said purposes, in accordance with his or her Departmental Rules

#### **1-13-1-4 Elected Officials/Department Head Approval**

The foregoing notwithstanding, no Employee shall be entitled to a leave, unless said Employee's supervisor, department head or elected official, as appropriate, approves said leave, in advance.

#### **1-13-1-5 Effective Date**

This Ordinance shall become effective upon the date of passage.

This Ordinance approved by the Board of Commissioners of the County of Allen this 5<sup>th</sup> day of April 1995.

(McComb, Rousseau, Bloom)