



MEMORANDUM

TO: Mayor and Council Members

THRU: Nuria Rivera-Vandermyde, Deputy City Manager *YPR*

FROM: Joya Hayes, Human Resources & Civil Service Director *JA*

DATE: September 25, 2020

SUBJECT: **Update on Council Resolution 20191017-033 regarding Let Texas Vote Day**

The purpose of this memorandum is to provide an update on [Resolution No. 20191017-033](#), which directed the City Manager to implement Let Texas Vote Day as an optional employee holiday on the first Tuesday after the first Monday of November every year, beginning November 3, 2020.

This optional holiday will be recognized on the first Tuesday after the first Monday of November in a year when an election occurs and goes into effect on November 3, 2020. The purpose of this holiday is to encourage civic engagement and increase participation on Election Day. City of Austin employees scheduled to work on Let Texas Vote Day may request up to 8 hours of leave on Let Texas Vote Day to participate in election-related activities:

- Voting
- Serving as poll workers
- Election support
- Volunteer civic engagement opportunities
- Other election-related activities

Departments will be responsible for coordinating and managing coverage to minimize service disruptions, while also accommodating as many employee leave requests as possible.

Please note that employees may continue to request up to 4 hours of leave for voting during the early voting period; on election day for a primary or run-off election; or a special election scheduled at any time in the employee's registered voting jurisdiction as previously provided in Council Resolution No. 20191017-033 which established Let Texas Vote Day.

Attached are guidelines for employees and departments to follow for those requesting this holiday. If employees have questions they should reach out to the HR Representative.

Attachment

CITY OF AUSTIN HUMAN RESOURCES DEPARTMENT

Optional Let Texas Vote Day Holiday



Holiday Request Guidelines

Let Texas Vote Day is as an optional employee holiday. This holiday will be recognized on the first Tuesday after the first Monday of November in a year when an election occurs and goes into effect on November 3, 2020. The purpose of this holiday is to encourage civic engagement and increase participation on Election Day.

City of Austin employees scheduled to work on Let Texas Vote Day may request up to 8 hours of leave on Let Texas Vote Day to participate in election-related activities:

- Voting
- Serving as poll workers
- Election support
- Volunteer civic engagement opportunities
- Other election-related activities

Employee Responsibility:

Employees must request time off for this holiday by submitting a Leave Request Form at least one week in advance of the holiday to their supervisors.

Let Texas Vote Day is an optional holiday for City employees and should not impact City services.

Supervisor Responsibility:

Supervisors and department management will be responsible for coordinating and managing coverage to minimize service disruptions, while also accommodating as many employee leave requests as possible.

If additional assistance is needed in coordinating coverage, please reach out to Department HR to develop a plan in advance of the holiday to satisfy these requirements, and to communicate that plan in advance to employees.

HRD Responsibility:

Develop guidelines and provide guidance to departments when needed.

Voting Time:

Employees requesting and receiving this optional holiday should code their time using the VOT code on their timesheets. Employees may continue to request up to 4 hours of leave for voting during the early voting period; on election day for a primary or run-off election; or a special election scheduled at any time in the employee's registered voting jurisdiction.