

Frequently Asked Questions – Administrative Leave for State Employees
Serving as an Election Judge
2020 Presidential General Election

Question 1: When is early voting?

Answer: Early voting for the 2020 Presidential General Election begins on Thursday, October 22nd and ends on Thursday, October 29th from 8 am to 8 pm each day.

Question 2: When is election day?

Answer: The 2020 Presidential General Election is Tuesday, November 3rd. Polling places are open from 7 am to 8 pm.

Question 3: Do I get paid to serve as an election judge during early voting or on Election Day?

Answer: Yes. You will get paid by the jurisdiction where you work. For example, if you are an election judge at a polling place in Anne Arundel County, you will be paid by Anne Arundel County. You will get paid for each day that you serve during early voting and on election day. The amount of pay depends on which jurisdiction you serve and what type of election judge you are assigned.

Question 4: Do I have to attend the training class?

Answer: Yes. It is required by law to train every election judge that serves during early voting or on election day.

Question 5: Do I earn administrative leave to attend the election judge training?

Answer: No. You are only allowed to earn administrative leave when serving during early voting or on election day. If you attend a training class during your regular work schedule, then you have to use your own leave. Most of the jurisdictions provide training class in the evenings and on weekends. Check with the local board of elections office to see when training is available.

Question 6: If I am a State employee and don't live in Maryland, can I still be an election judge?

Answer: No. It is required that an election judge be a registered voter in Maryland. To be a registered voter in Maryland, you must reside in Maryland.

Question 7: I am a State contractual employee. May I earn administrative leave for serving as an election judge?

Answer: No. If you are a State contractual employee, you cannot earn administrative leave for serving as an election judge.

Question 8: Do I need to ask my supervisor for permission to serve during early voting?

Answer: Yes. You must get approval from your supervisor before serving. In order to qualify for administrative leave, you must provide your supervisor with as much prior notice as possible in order to accommodate any scheduling changes that may be necessary.

Question 9: Can I get proof that I served as an election judge for my supervisor?

Answer: Yes. Each local board of elections office has a service form for any State employee that serves as an election judge during early voting or on election day. Ask your local election office for a service form. You will need to submit this form to your timekeeper to receive administrative leave for your service.

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Question 10: Can I earn administrative leave if I serve during early voting?

Answer: Yes. You may earn 16 hours of administrative leave each day you serve as an election judge during early voting.

Question 11: Since the general election day is a State observed holiday in November, do I still earn administrative leave?

Answer: Yes. If you are not scheduled to work on the State holiday, and you serve as an election judge on the general election day in November, you can earn 16 hours of administrative leave for your service.

Question 12: If I work more than 8 hours in a day as an election judge, will that change the amount of administrative leave that I am granted?

Answer: No. You can only earn 16 hours of administrative leave for each day that you serve as an election judge even if you work more than 16 hours in a day during early voting and/or on election day.

Question 13: Who do I contact to become an election judge?

Answer: You can contact the local board of elections office where you would like to work. The contact information for each of the [local election offices](#) can be found on the State Board of Elections' website. You can also fill out the form on the State Board of Elections website [here](#).

Question 14: Do I have to serve in the jurisdiction where I am registered?

Answer: No. You can serve as an election judge for any jurisdiction. Contact the local board of elections office where you would like to work.

Question 15: How do I enter administrative leave in Workday?

Answer: When you return to work, you should submit your documentation of service as an election judge to your supervisor or timekeeper. The timekeeper will credit you with 16 hours of administrative leave for your day of service.

Question 16: What is the deadline to use the administrative leave I earned while working as an election judge?

Answer: There is no expiration date to use the administrative leave; however, it will be forfeited if not used prior to separation from State service.

Question 17: Can I earn administrative leave if I serve as an election judge in another state?

Answer: No. Administrative leave cannot be earned if you serve to be an election judge in another state.

Question 18: Can a part-time State employee earn administrative leave if I serve as an election judge?

Answer: Yes. A part-time State employee will get a pro-rated amount of administrative leave based on his or her percentage employed.

Question 19: Will personal protective equipment (PPE) be provided?

Answer: Yes. PPE will be provided to those who serve to be an election judge.