

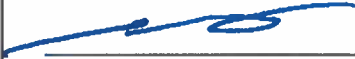
CITY OF LAS VEGAS
ADMINISTRATIVE REGULATION



SUBJECT: Voting Time

ADMINISTRATIVE NUMBER: A-24-262
REVISION: November 4, 2024
SUPERSEDES: All
EFFECTIVE DATE: November 4, 2024
PAGE(S): 2

APPROVED BY:



Tim Montgomery, City Manager

- I. **PURPOSE:** The purpose of this Administrative Regulation is to set forth procedures for conduct during elections giving employees time off to vote.
 - A. On election day a voter may absent himself from employment in which he is engaged for two hours for the purpose of voting between the time of opening and the time of closing the polls. The voter shall not be liable to any penalty for such absence; however, the employer may specify the hours during this period in which the voter may be absent.
 - B. The provisions of Subsection A of this section do not apply to an employee whose work day begins more than two hours subsequent to the time of opening the polls, or ends more than three hours prior to the time of closing the polls.
 - C. The provisions of Subsection A of this section apply to the elections of Indian nations, tribes or pueblos for a voter who is enrolled as a member of the Indian nation, tribe or pueblo and is qualified to vote in the election.

- D. A person who refuses the right granted in this section to an employee is guilty of a misdemeanor and shall be punished by a fine of not less than fifty dollars (\$50.00) nor more than one hundred dollars (\$100.00). *(As per State Statute 1-12-42 - Conduct of election; employees; time to vote)*
- E. It shall be the Department Directors prerogative to specify the hours during which the voter may be allowed the required time off to vote.
- F. All departments shall schedule the time off to vote so that the departments remain in operation during the normal work day of 8:00 a.m. to 5:00 p.m.
- G. All employees on temporary status shall be scheduled in accordance with the guidelines of this Administrative Regulation.