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Subject: Election Day

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With Election Day upon us, many of you may be getting questions and/or requests from your employees to use additional time to vote. DMV is currently guided by DPS Leave and Attendance Policy #153 which allows any permanent or probationary employee who lives at such distance from their assigned work location that voting before or after work hours is not possible to use a maximum of two hours of administrative leave for this purpose. Any leave used in excess of two hours must be approved annual leave. Temporary employees who need additional time for voting will not be paid for these two hours.

Employees **must** get approval from their manager or supervisor **prior** to taking the leave time to vote. Managers and supervisors should schedule these requests in such a manner as to accommodate the employees' requests and maintain adequate coverage of their respective work areas.

If you should have any questions regarding this leave matter, please contact the Office of Human Resources.

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