


November 1, 2018  
DP071801.NS3

**MEMORANDUM**

**TO:** Principal Investigators & Project Administrators

**FROM:** Nelson Sakamoto   
Director of Human Resources

**SUBJECT: 2018 General Election – Guidance relating to Voting Time and Time Reporting**

This notice is only applicable for projects planning to work employees on the General Election Day Holiday (Tuesday, November 6, 2018). The RCUH recognizes the General Election Day as a paid holiday. The General Election Day Holiday is not eligible as a Floating Holiday.

**Hawai'i Revised Statutes § 11-95**, allows any employee who is registered to vote, and who normally does not have a free 2-hour period (excluding lunch/rest periods/breaks while voting polls are open), to be allowed 2 hours of paid time-off from work to vote. This requirement is not applicable to employees not scheduled to work on General Election day or whose work schedules begins work after 9:00 a.m. or is finished by 4:00 p.m. The General elections date and polling times are:

	<b>General Election Day</b>
Date	Tuesday, November 6, 2018
Polling Times	7:00 a.m. – 6:00 p.m.

**Time Reporting Procedures (Only for RCUH Required to Work on November 6, 2018):**

To qualify for voter-time pay, the employee must present a “**Voter’s Receipt**” or other proof of voting to you or your project’s timekeeper. Report this “2.0-hour voter-time pay” as REGULAR work hours on the employee’s timesheet.

Any employee who fails to present a “Voter’s Receipt” (or other proof of voting) will not be eligible “2.0-hour voter-time pay”. If this occurs these 2.0 hours should be reported as vacation or (if employee does not have vacation hours), these hours should be reported as unpaid leave of absence.

If you have any questions, please email me at [nsakamoto@rcuh.com](mailto:nsakamoto@rcuh.com).