*Please distribute this alert to any users within your agency who are responsible**for absence entry in SAP.*

**New Quota Type/Absence Type Created for Voting Leave**

* Information regarding a new quota type and absence type created for Voting Leave

Beginning **January 1, 2023**, a new quota type and absence type will be available for use by eligible Commonwealth employees for voting purposes in the Primary, General and Special Elections. Eligible employees will receive two (2) hours per calendar year. This quota will generate each calendar year.

Eligible employees include permanent and non-permanent employees under the Governor’s jurisdiction who are non-represented or whose union has executed the applicable side letter with the Office of Administration. Excluding Annuitants, employees who are in non-leave earning job classes are also eligible for Voting Leave.

Following are details about Absence Type *VOTE* and Quota Type *Voting Leave*:

**Absence Type**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **Absence Type** | **Absence Type Text** | **Wage Type** | **Wage Type Text** |
| 1/1/2023 | VOTE | Pd-Voting Leave | 2828 | Voting Leave |

**Quota Type**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quota Start Date** | **Quota End Date** | **Quota Type** | **Quota Type Text** |
| 1/1/2023\* | 12/31/2023 | 41 | Voting Leave |

\*Quota start/end dates will be 1/1/xxxx to 12/31/xxxx

Some things to keep in mind regarding absence type VOTE:

* Leave requests must be submitted through Employee Self Service (ESS) using the absence code ‘VOTE’. Comments must be entered in the Remarks Section. In instances where an employee does not have access to ESS, they will be permitted to submit such leave request in a manner consistent with normal protocol.
* This leave shall be subject to prior supervisory approval and based on management’s responsibility to maintain efficient operations.
* Absence type VOTE **counts** as hours worked for:
  + Leave Accrual
  + Leave Service Credit
  + Seniority
  + Clothing Allowance Entitlement
  + Overtime
* Absence type VOTE is **NOT** retirement covered
* The timeframe during which leave may be used for each election shall be determined based on the election calendar published by the Department of State.
* Eligible employees, in an active pay status, will be authorized to use up to two (2) hours total of paid leave per calendar year for the purpose of exercising their right to vote (Primary, General or Special Election).
  + Leave is available to complete and/or submit a mail-in ballot or to vote in person.

**Reporting**

* Absence type VOTE is available in standard and custom SAP time reports.

**Questions?**

**Policy** - please email [**ra-oaleave@pa.gov**](mailto:ra-oaleave@pa.gov)

**Systems** - please submit an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.