



WES MOORE  
*Governor*

HELENE GRADY  
*Secretary*

ARUNA MILLER  
*Lieutenant Governor*

MARC L. NICOLE  
*Deputy Secretary*

**TO: Human Resources Directors in the State Personnel Management System**

**FROM: Catherine M. Hackman**   
**Acting Executive Director**  
**Office of Personnel Services and Benefits**

**DATE: February 12, 2024**

**RE: Administrative Leave for State Employees Serving as Election Judges**

According to the Election Law Article, § 10-202, State employees may receive one hour of administrative leave for each hour of service as an election judge during hours that the employee is otherwise scheduled to work, up to a total of eight hours for each day of service. This provision applies to municipal elections in Baltimore City and all primary, general, and special Statewide elections, but does not apply to municipal elections in other jurisdictions.

This year, the Primary Election will be held on May 14, 2024, with early voting occurring during the period May 2, 2024, through May 9, 2024. The General Election will be held on November 5, 2024, with early voting beginning on October 24, 2024, and ending on October 31, 2024. As a reminder, the General Election day is a State holiday. Governor Moore has authorized State regular employees who serve as election judges on the State holiday to receive up to eight hours of administrative leave for their service.

An employee who wishes to serve as an election judge on a day the employee is scheduled to work must obtain supervisory approval before serving. The employee's supervisor must be provided with as much prior notice as possible in order to accommodate any scheduling changes that might be necessary. In order to receive administrative leave for service as an election judge, an employee must provide the supervisor with documentation from the Election Board confirming the dates and hours of service.

Election judges are vitally important to ensuring access to the voting process. We encourage agencies to try to accommodate an employee's request to serve in this important role.

Please direct interested employees to the [SBE website](#) to sign-up to become an election judge. Questions concerning service may be answered by contacting the State Board of Elections at [info.SBE@maryland.gov](mailto:info.SBE@maryland.gov) or by calling 410-269-2840.

cc: Jared DeMarinis, State Administrator of Elections  
Helene Grady, Secretary, Maryland Department of Budget and Management