

California State University, Long Beach Research Foundation
Memorandum

October 17, 2025

Code: HR-25-03

TO: CSULB Research Foundation Employees

FROM: Stephanie Moreno
Director of Human Resources

SUBJECT: Time Off to Vote

The next Statewide Election is on **Tuesday, November 4, 2025**. Employees who are voters may claim necessary time off to vote at statewide elections under the following provisions of the California state elections code:

Section 14000. (a) If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote.

(b) No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

(c) If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired, in accordance with this section.

The CSULB Research Foundation encourages all employees to exercise their right to vote. Polls will be open from 7:00 a.m. to 8:00 p.m. Time off must mean that your work schedule does not allow you adequate time to vote between these hours. Please contact the CSULB Research Foundation Human Resources Office at ext. 5-7949 if you have any questions regarding the above information. For more information about the upcoming election, the California Secretary of State has a web site at:
<http://www.sos.ca.gov/elections/voter-registration/>.

Vote2025