

## STATE PANELS

# TIME OFF TO VOTE

## POLLS ARE OPEN FROM 7:00 A.M. TO 8:00 P.M. EACH ELECTION DAY

If you are scheduled to be at work during that time and you do not have sufficient time outside of working hours to vote at a state-wide election, California law allows you to take up to two hours off to vote, without losing any pay.

You may take as much time as you need to vote, but only two hours of that time will be paid.

Your time off for voting can be only at the beginning or end of your regular work shift, whichever allows the most free time for voting and the least time off from your regular working shift, unless you make another arrangement with your employer.

If three working days before the election you think you will need time off to vote, you must notify your employer at least two working days prior to the election.



## Tobacco Smoking

This Facility complies with the tobacco smoking provisions of California Labor Code Section 6404.5. We have adopted the following smoking policy as required by law.

- ❑ Smoking of tobacco products is prohibited in all areas of this facility.
- ❑ Tobacco smoking is allowed in designated break areas that have been ventilated as required by law and are considered non-work areas. Separate Non-Smoking break rooms are available to employees who do not smoke. These smoking areas are designated with entrance signs that state “Smoking Allowed”.
- ❑ “Smoking Allowed”—This facility employs less than 5 employees who have all consented to smoking and has complied with all provisions of California Labor Code Section 6404.5 sec. (14).

Smoking is prohibited in all restrooms, elevators or first aid stations or similar facilities for the treatment of employees. No employee as part of his or her work responsibilities shall be required to work in an area where smoking is permitted.

To receive a copy of California Labor Code Section 6404.5, please contact your designated employee representative or the local county health department.

**Tobacco smoke contains chemicals known to the State to cause cancer.**