



Andy Beshear
GOVERNOR

PERSONNEL CABINET

501 High Street, 3rd Floor
Frankfort, Kentucky 40601
Phone: (502) 564-7430
Fax: (502) 564-7603

Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 24-18

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
Human Resource (HR) Administrators

From: Mary Elizabeth Bailey, Secretary

Date: October 4, 2024

Re: Presidential and General Elections – November 5, 2024 (Holiday)

The Presidential and General Election will be held on Tuesday, November 5, 2024 from 6:00 a.m. to 6:00 p.m. local time. There will also be three days of early voting from October 31- November 2, 2024.

Voters can review their voter registration, polling locations, hours for early voting, and sample ballots at govote.ky.gov. Should voters have questions regarding polling locations or eligibility to vote, they should contact their county clerk in their county of residence for assistance.

Pursuant to [KRS 18A.190](#) and [KRS 2.190](#), Presidential Election Day is a holiday for Executive Branch state employees, hereinafter referred to as “state employees.” As a result, Executive Branch state office buildings will be closed on Tuesday, November 5, 2024. State employees who are not scheduled to work due to this holiday are not eligible for voting leave.

All state employees entitled to vote who are scheduled to work on Tuesday November 5, 2024, during the hours that the polls are open and who request leave in advance, shall be granted up to four (4) hours of leave to cast their vote in person, in accordance with [Ky. Const. Section 148](#) and [KRS 118.035](#).

No leave for absentee voting should be approved. If an employee chooses to work as an Election Officer on Presidential Election Day or will be out of town on that day, they may cast an absentee ballot but should not be given voting or election officer leave time to do so.