



Andy Beshear
GOVERNOR

PERSONNEL CABINET

501 High Street, 3rd Floor
Frankfort, Kentucky 406 01
Phone: (502) 564 -7430
Fax: (502) 564 -7603

Mary Elizabeth Bailey
SECRETARY

MEMORANDUM

PERSONNEL MEMO 26-08

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

From: Mary Elizabeth Bailey, Secretary *MES*

Date: May 12, 2026

Re: Primary Election - May 19, 2026

The Commonwealth of Kentucky's primary election will be held on Tuesday, May 19, 2026. Early voting will take place May 14-16, 2026. To view a copy of each county's sample ballot, please visit the State Board of Elections website at govote.ky.gov.

Upon prior supervisory request and approval, all employees eligible and registered to vote shall be granted up to four (4) hours of voting leave (VOTE) to:

1. cast their votes in person (on election day or on an early voting day), or
2. appear before the county clerk to request an application for an absentee ballot, or
3. execute an absentee ballot in person or by mail.

NOTE: Eligible employees must be scheduled to work at the time they choose to exercise their method of voting (Example: If you are not scheduled to work on Saturday, May 16, 2026, you cannot claim voting leave that day.) See Ky. Const. § 148; KRS 118.035; 101 KAR 2:102(8); 101 KAR 3:015(8).

Any employee who exercises their right to obtain voting leave, but fails to vote, may be subject to disciplinary action. See KRS 118.035(3).

An employee who is selected to serve as an election officer shall be allowed, upon prior request and approval, leave up to seven and one half (7.5) hours based on a 37.5 hour work week or eight (8) hours based on a 40 hour work week, for attending training or serving as an election officer.

- Approved absences to serve as an election officer on Election Day shall be coded as ELEC (Working Polls Leave).

- Approved absences for election officer training activities shall be charged to compensatory leave, annual leave, or authorized leave without pay if the employee does not have accrued leave or a combination thereof

See KRS 118.035(4).

Employees exercising their right to use voting leave and/or election leave are required to complete the Voting and Election Leave Verification form, available on the Personnel Cabinet website, under [Documents in Demand](#). Completed forms should be submitted to the employee's supervisor for each voting and/or election leave request.

Should you have questions regarding your eligibility, contact information for the county clerk in your county of residence may be viewed at <https://elect.ky.gov/About-Us/Pages/County-Clerks.aspx> or you may contact the Office of Secretary of State at (502) 564-3490 or the State Board of Elections at (502) 573-7100. If you have questions regarding the voting and election leave policy, please contact the Office of Legal Services in the Personnel Cabinet at (502) 564-7430.