



West Virginia National Guard Human Resources Office Bulletin



Bulletin Number: 12-02

Date: 5 November 2012

Applicability: National Guard (NG) Technicians

Excused Absence for Voting

Subject: Administrative Leave Guidelines

References: OPM Release, CPM 2012-07, dated 5 October 2012
TPR 630, dated 27 August 2012

Effective Date: N/A

Use: The Federal Government has a longstanding policy of granting employees limited time off from work (i.e., excused absence) to vote in Federal, State, county, or municipal elections or, in referendums on any civic matter in their communities. Agencies have discretionary authority to grant excused absence to the extent such time off does not seriously interfere with agency operations. **Typically, polling places throughout the United States are open for extended periods of time; therefore, excused absence should rarely be needed.**

We have received a number of questions about excused absence for the purpose of voting in the Presidential election on November 6, 2012. In response to these questions, we offer the following guidelines to consider when granting excused absence for voting:

Granting Excused Absence for Voting

Generally, where the polls are not open at least 3 hours either before **or** after an employee's regular work hours, an agency may grant a limited amount of excused absence to permit the employee to report for work 3 hours after the polls open or leave from work 3 hours before the polls close, **whichever requires the lesser amount of time off.** An employee's "regular work hours" should be determined by reference to the time of day the employee normally arrives at and departs from work.

For example, if an employee is scheduled to work from 8:00 a.m. to 4:30 p.m. and the employee's polling place is open from 7:00 a.m. to 8:00 p.m., the employee should not be granted excused absence for voting, since the employee would still have at least 3 hours after the

end of his or her workday to vote. If an employee is scheduled to work from 8:00 a.m. to 4:30 p.m. and the employee's polling place is open from 7:00 a.m. to 7:00 p.m., the employee may be granted ½ hour of excused absence from 4:00 p.m. to 4:30 p.m., if requested. *The time card code for Administrative Leave is LV.*

Extended Commuting Distance

If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is **not** permitted, he/she may be granted excused absence (not to exceed 1 day) to allow the employee to make the trip to the voting place to cast a ballot. If more than 1 day is needed, the employee may request annual leave or leave without pay for the additional period of absence.

Additional Information

The point of contact for this memorandum is the Human Resource Office, Employee Relations Specialist at (304) 561-6431, or the Technician Hotline at 304-561-6749.



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