



U.S. Department of Justice
Justice Management Division
Personnel Staff

Web Site: <http://www.usdoj.gov/jmd/ps>

SEP 24 2008

Washington, D.C. 20530

MEMORANDUM FOR COMPONENT HUMAN RESOURCES OFFICERS

FROM:


Rod Markham
Director, Human Resources

SUBJECT: Excused Absence for Voting

The Federal Government has a long-standing 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 community. Agencies have discretionary authority to grant excused absence to the extent that such time off does not seriously interfere with agency operations.

We offer the following guidelines for components to consider when granting excused absence for voting:

- Generally, where the polls are not open at least three hours either before **or** after an employee's regular work hours, the component may grant a limited amount of excused absence that will permit the employee to report for work three hours after the polls open or leave from work three 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 to and departs from work.
- If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the component may grant excused absence (not to exceed one day) to allow the employee to make the trip to the voting place to cast a ballot. If more than one day is needed, the employee may request annual leave or leave without pay for the additional period of absence.

For additional information and guidance please review the following weblinks:

<http://www.usdoj.gov/jmd/ps/gui16301b.htm>, Chapter 14, Excused Absence/Administrative Leave, Paragraph 91, (b); <http://www.opm.gov/oca/compmemo/2004/2004-20.asp>, the most recent Office of Personnel Management's Excused Absence for Voting guidance and OPM's guidance memorandum at the following website address:

<http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalId=1543>.

Please contact Rachel Villare, of my HR Policy staff, on (202) 616-3707, or via e-mail at Rachel.Villare@usdoj.gov should you have any questions.

Chief Human Capital Officers Council



Home About the Council Transmittals



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Michael W. Hager
Acting Director

Subject: Excused Absence for Voting

This memorandum provides agencies with information on the Federal Government's longstanding policy of granting employees limited time off from work (i.e., excused absence) to vote in Federal, State, or municipal elections or in referendums on any civic matter in their community. Agencies have discretionary authority to grant excused absence to the extent that such time off does not interfere with agency operations. Typically, polling places throughout the United States are open for extended hours. Therefore, excused absence should rarely be needed. Agencies should consider the following guidelines when granting excused absence for voting in the Presidential election on November 3, 2008, or in any other upcoming election.

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 that will permit the employee to arrive for work 3 hours after the polls open or leave from work 3 hours before the polls close, whichever is 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 voting place is open from 7:00 a.m. to 8:00 p.m., the employee should not be granted excused absence since the employee would still have at least 3 hours after the end of his or her work schedule to arrive at the voting place. However, if an employee is scheduled to work from 8:00 a.m. to 4:30 p.m. and the employee's voting 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.

Extended Commuting Distance

If an employee's voting place is beyond normal commuting distance and vote by absentee ballot,

permitted, the agency may grant excused absence (not to exceed 1 day) to allow the employee trip to the voting place to cast a ballot. If more than 1 day is needed, the employee may request leave or leave without pay for the additional period of absence.

Additional Information

For additional information, agency Chief Human Capital Officers and/or Human Resources Directors should contact their assigned U.S. Office of Personnel Management Human Capital Officer. Employees should contact their agency human resources offices for assistance. For additional information on pay and leave programs and policies, including work scheduling policies, please visit www.opm.gov/oca/index.asp.

cc: Chief Human Capital Officers
Human Resources Directors

www.opm.gov

Our mission is to ensure the Federal Government has an effective civilian workforce

[www](#)

[Home](#) [Other Councils](#) [Search](#) [Privacy](#) [Web 2](#)

Official website of the U.S. Government operated by the Office of Personnel Management