

October 1, 2008

TO: All NIH Employees
FROM: Chief, Benefits and Payroll Liaison Branch
SUBJECT: Excused Absence for Voting Purposes

It is Office of Personnel Management policy to grant employees adequate time off from work, without charge to their personal leave, to vote. Excused absence should be granted for voting in Federal, State, county or municipal elections or in referendums on any civic matter in their community to the extent that such time off does not seriously interfere with an organizations operations.

Tuesday, November 4, 2008, is an election day. Where the polls are not open at least three hours either before or after an employees regular hours (determined by reference to the time of day the employee normally arrives and departs from work, or core time for an employee on a flexible work schedule), leave-approving officials should approve a limited amount of excused absence to vote. Employees may be granted enough time to permit them to report for work up to three hours after the polls open or leave work up to three hours before the polls close, **whichever requires less time off.**

In addition, if an employees voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time off (not to exceed one day) in order to be able 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.

The following is a list of times that polling places will be open in the Washington Metropolitan area.

Virginia	6:00 a.m. to 7:00 p.m.
District of Columbia	7:00 a.m. to 8:00 p.m.
Maryland	7:00 a.m. to 8:00 p.m.

If you live and vote outside the Washington Metropolitan area, please check with your county Board of Elections office for times polling places will be open.

If you have questions regarding the above, please contact your supervisor, administrative officer or timekeeper.

/s/
Tricia M. Strittmatter