

HROM FACT SHEET
EXCUSED ABSENCE FOR VOTING

POLICY. 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 community. Agencies have discretionary authority to grant excused absence to the extent that such time off does not interfere with agency operations.

GRANTING EXCUSED ABSENCE FOR VOTING. Upon request, civilian employees may be granted a limited amount of excused absence to vote when the polls are not open at least three hours either before or after an employee's regular tour of duty. The amount of excused absence granted is the amount needed that will allow employees to report to work up to three hours after the polls open, or to leave work up to three hours prior to closing of the polls, whichever requires the least amount of time away from work.

Below are a few examples of how this works:

- * If polls are open from 0700 to 2000, an employee with duty hours of 0900 to 1730 may leave work at 1700. The 30 minutes of excused absence in the afternoon would permit the voting employee to leave work 3 hours before the polls closed and is the least amount of time away from work.
- * If polls are open from 0600 to 1900, an employee with duty hours of 0730 to 1600 would not be entitled to any excused absence since the tour of duty ends at 1600 and polls close at 1900.
- * If polls are open from 0600 to 1900, an employee working a compressed work schedule with duty hours of 0830 to 1800 may report to work at 0900. The 30 minutes of excused absence in the morning would permit the employee who voted to report to work 3 hours after the polls open and is the least amount of time away from work.

GRANTING EXCUSED ABSENCE WHEN THE VOTING PLACE BEYOND THE NORMAL COMMUTING AREA. If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted excused absence (not to exceed 1 day) to allow the employee to travel to the voting place to cast a ballot. If more than one day is needed, the employee may request annual leave or LWOP for the additional period of absence.

MAKING ARRANGEMENTS TO TAKE TIME OFF TO VOTE. Employees are responsible for making arrangements with their leave approving official *in advance* for time off to vote.

WHEN THE POLLS ARE OPEN.

VIRGINIA	0600 to 1900
MARYLAND	0700 to 2000
WASHINGTON, D.C.	0700 to 2000