

VOTING POLICY FOR APPROPRIATED AND NON-APPROPRIATED FUND CIVILIAN EMPLOYEES

Voting is a right and a civic duty. Voting by employees is encouraged, however, it is not intended to be done on government time unless it can be demonstrated that a reasonable alternative cannot be found. Excused absence will not be authorized for employees who desire to register or vote in an election or a referendum on a civic matter if the employee(s) can reasonably reach their polling place in time to register or vote before or after his/her tour of duty.

To facilitate registration and voting by employees who cannot reach their polling place within reasonable times before or after their tour of duty, two bands of time have been established on Election Day. The first band begins when the polls open and ends 3 hours after opening. The second band begins 3 hours before the polls close. Insofar as is practical, without disrupting operations, employees who cannot reasonably reach the polling place on their own time may be excused so they can report to work within the first time band or leave work within the second time band and for the period of time which results in the lesser amount of time off. In most cases, excused absence will not be necessary or appropriate.

Excused time is applicable on Election Day only. Excused time is not authorized for employees who vote before Election Day during the extended/early voting period.

EXAMPLES:

(1) Employee working a tour of duty on Election Day of 0715 through 1615: The employee could be excused from duty at 1600 to vote. This allows the employee 3 hours before the polls close and results in the employee being absent from their duty station the least amount of time.

(2) Employee working a tour of duty on election day of 0600 through 1500: The employee would not be excused from duty to vote since the employee has over 3 hours after the end of his/her tour of duty to vote before the polls close.

(3) Employee working a tour of duty on election day of 0700 through 1530 and the employee chooses to vote as soon as the polls open and reports for work at 0800: The employee would not be entitled to excused absence for 0700-0800 since the polls are open over 3 hours after the end of the scheduled tour of duty. The employee would be required to request annual leave or leave without pay for 0700-0800. The request must be made in advance and would be subject to the supervisor's approval.

(4) Employee working a tour of duty on Election Day of 0700 to 1900 could be excused from duty to vote either when the polls open at 0700 and then report for duty or to depart at 1600. If several employees work this same shift and all request excused time to vote, they should coordinate with the supervisor prior to election day to ensure the mission is not affected by all staff members being absent during the same period.

For additional information or assistance in this regard, contact your servicing Civilian Personnel Advisory Center