

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-277

SUBJECT: *Excused Absence* Provisions for Voting
in the Special Election in the District of
Columbia on **Tuesday, April 23, 2013**

Date: April 12, 2013

This E-DPM bulletin may be accessed electronically at www.dchr.dc.gov, by clicking on the "Policies and Procedures" and "Electronic-District Personnel Manual (E-DPM)" links for Chapter(s):
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– SPECIAL ELECTION ON TUESDAY, APRIL 23, 2013 –

This Electronic-District Personnel Manual (E-DPM) bulletin is being issued to outline the policy on **EXCUSED ABSENCES** for the purpose of voting on **Tuesday, April 23, 2013** in the Special Election being held to elect a candidate to the seat of **Councilmember-At-Large**.

– EXCUSED ABSENCE –

An **EXCUSED ABSENCE** is an absence from duty administratively authorized without loss of pay and without charge to leave. An excused absence is ordinarily authorized on an individual basis, except where a particular location/building is closed, or a group of employees is excused for various reasons/purposes.

1. General Information

- a. Each agency head shall take the necessary steps to ensure that employees under his or her jurisdiction are informed of the rules on voting specified below; and that the rules are followed during the special election scheduled for **Tuesday, April 23, 2013 in the District of Columbia**.
- b. Employees are reminded that they must make arrangements in advance with their respective supervisors regarding any anticipated use of administrative leave for the purpose of voting on **Tuesday, April 23, 2013**.

2. General Rules for Voting

- a. The rule on excusing District government employees for the purpose of voting is specified in subsections 1266.14 and 1266.15 of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave, and is set forth below as a reminder.

Note: E-DPM bulletins that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.

Inquiries: Policy and Compliance Administration, DCHR (202) 442-9700

Distribution: Heads of Department and Agencies, and HR Advisors

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- b. In accordance with subsection 1266.14 of Chapter 12 of the regulations, an employee shall be given administrative leave for the purpose of voting in any election or referendum on a civic matter in his or her community.
- c. In accordance with subsection 1266.15 of Chapter 12 of the regulations, whenever the polls are not open at least three (3) hours either before or after an employee's regular hours of work, the employee shall be granted an amount of administrative leave (excused absence) that will allow the employee to report to work three (3) hours after the polls open, or leave work three (3) hours before the polls close, whichever requires the lesser amount of absence from duty. In other words, the employee will either be able to vote between 7:00 a.m. and 10:00 a.m. or between 5:00 p.m. and 8:00 p.m., whichever results in the least amount of excused absence from work.

3. Voting Information

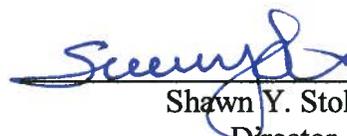
- a. **In-Person Absentee Voting Only** – The last day for in-person absentee voting is **Saturday, April 20, 2013**, between the hours of 8:30 a.m. and 7:00 p.m. Additional details can be obtained by contacting the District of Columbia Board of Elections (DCBOEE) (see Paragraph 5 below).
- b. On **Tuesday, April 23, 2013**, polling places in the District of Columbia are open from 7:00 a.m. until 8:00 p.m.

4. Avoiding Disruption of Public Business

In applying the provisions of this E-DPM bulletin, departments and agencies should take any necessary measures to control the number of employees to be absent in order to avoid disruption of public business.

5. Additional Information

For detailed information on the upcoming special election in the District of Columbia and related information, visit the DCBOEE website at www.dcboee.us, or call the DCBOEE at (202) 727-2525.


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