

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

District Personnel Manual Issuance System

E-DPM Bulletin No. 12-290

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): **12**

SUBJECT: Policy on Excused Absences to Vote – Tuesday, April 1, 2014 Primary (DC); Tuesday, June 10, 2014 Primary (VA); Tuesday, June 24, 2014 Primary (MD); and Tuesday, November 4, 2014 General Election (DC, MD, and VA)

Date: March 24, 2014

1. Purpose

As in previous years, this Electronic-District Personnel Manual (E-DPM) bulletin is issued to remind and encourage all District government employees who are eligible to vote to accept their responsibility and exercise this right during the upcoming primary and general election in their respective state. In addition, this issuance explains the policy on excused absences for that purpose.

– 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.

2. Authority

Subsection 1266.14 of Chapter 12, *Hours of Work, Legal Holidays and Leave*, of Subtitle B of Title 6 of the D.C. Municipal Regulations.

3. 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 District of Columbia, Virginia, and Maryland primary elections scheduled for **Tuesday, April 1, 2014, Tuesday, June 10, 2014, and Tuesday, June 24, 2014**, respectively. Agency heads are also required to ensure the same with respect

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to the District of Columbia, Virginia, and Maryland general elections on **Tuesday November 4, 2014**.

- 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 1, 2014, Tuesday, June 10, 2014, Tuesday, June 24, 2014, and Tuesday, November 4, 2014**.

4. 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, *Hours of Work, Legal Holidays and Leave*, of the D.C. Municipal Regulations (“Regulations”) and is set forth below as a reminder.
- 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, if the employee’s polling place is open from 7:00 a.m. until 8:00 p.m., 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.

5. Voting Information

The following is information on the 2014 primaries and general elections in the District of Columbia and in neighboring jurisdictions:

A. Primary Elections

- (1) Voting in the District of Columbia: On Tuesday, April 1, 2014, polling places in the District of Columbia are open from 7:00 a.m. until 8:00 p.m.
- (2) Voting in Virginia: On Tuesday, June 10, 2014, polling places in Virginia are open from 6:00 a.m. until 7:00 p.m.
- (3) Voting in Maryland: On Tuesday, June 24, 2014, polling places in Maryland are open from 7:00 a.m. until 8:00 p.m.

B. General Elections

- (1) Voting in the District of Columbia and Maryland: On Tuesday, November 4, 2014, polling places in the District of Columbia and Maryland are open from 7:00 a.m. until 8:00 p.m.

(2) Voting in Virginia: On Tuesday, November 4, 2014, polling places in Virginia are open from 6:00 a.m. until 7:00 p.m.

6. Exception to the General Rules for Voting

- A. Employees voting in the District of Columbia, Maryland, or Virginia may have inadequate time to vote in their primary and/or the general election before reporting to work even though the polls are open in those jurisdictions as indicated above.
- B. To help avoid undue overburdening of the polls during the evening hours, employees may be granted an amount of excused absence necessary (up to a maximum of 2 hours) to permit them to vote prior to reporting for duty. The excused absence should be limited to actual need, and employees will be expected to arrive at their voting place as early as possible to minimize the amount of excused absence needed to permit them to vote and report to work.
- C. In applying the provisions of this E-DPM bulletin, departments and agencies should take any necessary measures to control the number of employees expected to be absent in order to avoid disruption of public business.

7. Additional Information

For detailed information on the upcoming elections, District government employees may visit the following websites:

District of Columbia: www.dcboee.us
Maryland: www.elections.state.md.us
Virginia: www.sbe.virginia.gov

8. Inquiries

Inquiries concerning the provisions of the E-DPM bulletin can be directed to Policy and Compliance Administration, DCHR, by calling (202) 442-9700.

9. Effective Date

This bulletin is effective immediately.



Shawn Y. Stokes
Director