

# Voting in Local Primaries and the General Election



## District Personnel Bulletin No. 12-318

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### Overview

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

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### General Information

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Each agency head shall take the necessary steps to ensure that employees within his or her agency are informed of the policy on voting rules, as specified below. These rules are followed during the the Virginia primary election scheduled for **Tuesday, March 1, 2016**; Maryland primary election scheduled for **Tuesday, April 26, 2016**; the District of Columbia primary election scheduled for **Tuesday, June 14, 2016**; and the District of Columbia, Maryland and Virginia general elections scheduled for **Tuesday, November 8, 2016**.

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, March 1, 2016, Tuesday, April 26, 2016, Tuesday, June 14, 2016, and/or Tuesday, November 8, 2016.



*Excused Absences: 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.*

## General Rules for Voting

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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.

1. 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.
2. In accordance with subsection 1266.15 of Chapter 12 of the regulations, whenever the polls are not open at least 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 3 hours after the polls open, or leave work 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.

### Exceptions

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 the District and Maryland from 7:00 a.m. to 8:00 p.m., and in Virginia from 6:00 a.m. until 7:00 p.m.

To help avoid 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.

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.

## Voting Information

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The following is information on the 2016 primaries and general elections in the District of Columbia and in neighboring jurisdictions:

Election Type	District Of Columbia	Maryland	Virginia
Primary Election	June 14, 2016	April 26, 2016	March 1, 2016
General Election	November 8, 2016	November 8, 2016	November 8, 2016
Poll Hours	7:00 a.m. – 8:00 p.m.	7:00 a.m. – 8:00 p.m.	6:00 a.m. – 7:00 p.m.

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

District of Columbia: [www.dcboee.org](http://www.dcboee.org)

Maryland: <http://www.elections.state.md.us>

Virginia: [www.elections.virginia.gov](http://www.elections.virginia.gov)

## Legal

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### Authorities

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

## Additional Information

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For additional information concerning this bulletin, please contact the Department of Human Resources, Policy and Compliance Administration, by calling (202) 442-9700 or by sending an e-mail to [dchr.policy@dc.gov](mailto:dchr.policy@dc.gov).

  
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