

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

**District Personnel Manual Issuance System**

**E-DPM Bulletin No. 12-262**

This bulletin may be accessed electronically at [www.dchr.dc.gov](http://www.dchr.dc.gov), by clicking on the "District Personnel Manual" link; and the "Issuances" link for Chapter(s) **12**

**SUBJECT:** Policy on Excused Absences to Vote – Tuesday, April 3, 2012 Primary (DC, MD); Tuesday, June 12, 2012 Primary (VA); Tuesday, November 6, 2012 General Election (DC, MD, and VA)

**Date:** March 16, 2012

**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 elections. 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 and Maryland primary elections scheduled for **Tuesday, April 3, 2012**, the Virginia primary election scheduled on **Tuesday, June**

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*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. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]*

**Distribution:** Heads of Department and Agencies, HR Advisors, and DPM Subscribers

**Bulletin Expires:** November 30, 2012

12, 2012, and the District of Columbia, Maryland and Virginia general elections scheduled for **Tuesday, November 6, 2012.**

- 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 3, 2012, Tuesday, June 12, 2012, and/or Tuesday, November 6, 2012.**

**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 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave, 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 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.

**5. Voting Information**

**The following is information on the 2012 primaries and general elections in the District of Columbia and in neighboring jurisdictions.**

**Primary Elections**

Voting in the District of Columbia and Maryland: On Tuesday, April 3, 2012, polling places in the District of Columbia and Maryland are open from 7:00 a.m. until 8:00 p.m.

Voting in Virginia: On Tuesday, June 12, 2012, polling places in Virginia are open from 6:00 a.m. until 7:00 p.m.

**General Elections**

Voting in the District of Columbia and Maryland: On **Tuesday, November 6, 2012**, polling places in the District of Columbia and Maryland are open from 7:00 a.m. until 8:00 p.m.

Voting in Virginia: On **Tuesday, November 6, 2012**, polling places in Virginia are open from 6:00 a.m. until 7:00 p.m.

### **Exception to the General Rules for Voting**

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 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.

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.

#### **6. Additional Information**

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

District of Columbia: [www.boee.dc.gov](http://www.boee.dc.gov)

Maryland: [www.elections.state.md.us](http://www.elections.state.md.us)

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

#### **7. Inquiries**

Inquiries concerning the provisions of the E-DPM bulletin can be directed to Policy, Legal and Compliance Administration, DCHR, by calling (202) 727-1523.

#### **8. Effective Date**

This bulletin is effective immediately.



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