Personnel Manual Issuance System

Excused Absence for Voting in Special Election for Wards 4 & 8

District Personnel Bulletin No. 12-306

Effective Date	Expiration Date	Related DPM Chapters
April 1, 2015	**May 11, 2015**	**12**

NOTE: *This bulletin is strictly procedural in nature, accordingly, this bulletin has 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.*

Overview

This bulletin is issued to outline the policy on excused absences for the purpose of voting on Tuesday, April 28, 2015 in the Special Election being held to elect two (2) candidates to be Councilmembers for Wards 4 and 8.

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Applicability

This bulletin is applicable to all Employees of the District government who are District of Columbia residents and live in Ward 4 or Ward 8.

General Information

1. Each agency head shall inform his or her employees of the rules for voting during the Special Election scheduled for **April 28, 2015 in the District of Columbia.**
2. 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 28, 2015.**

General Rules for Voting

1. When an employee's tour of duty allows for a three (3) hour block of time either before or after his or her tour of duty an employee is not entitled to an excused absence to vote.
   a. *Example 1: Election polls are open from 7:00 a.m. to 8:00 p.m. Employee A has a tour of duty from 7:00 a.m. to 4:00 p.m. This would allow Employee A three (3) hours from 4:00 p.m. to 7:00 p.m. to vote in an election and therefore would not need to be excused from work.*
   b. *Example 2: Election polls are open from 7:00 a.m. to 8:00 p.m. Employee B has a tour of duty from 12:00 p.m. to 8:00 p.m. This would allow Employee B to vote before coming into work between 7:00 a.m. and 11:30 a.m. and therefore would not need to be excused from work.*
2. If an employee's tour of duty does not allow for a three hour block of time to vote either before or after his or her tour of duty then the employee may be excused either at the beginning of his or her tour of duty or at the end of his or her tour of duty to vote, whichever requires the least amount of absence from work.
   a. *Example 3: Election polls are open from 7:00 a.m. to 8:00 p.m. Employee C has a tour of duty from 8:00 a.m. to 6:00 p.m. this would not allow Employee C a three (3) hour block to vote before or after his or her tour of duty. Therefore, the employee can be excused from 5:00 p.m. to 6:00 p.m. to vote.*
   b. *Example 4: Election polls are open from 7:00 a.m. to 8:00 p.m. Employee D has a tour of duty from 9:00 a.m. to 6:00 p.m. this would not allow Employee D a three (3) hour block to vote before or after his or her tour of duty. Therefore, the employee can be excused from 10:00 a.m.to 11:00 a.m. to vote.*

Voting Information

1. Between **April 18 and April 25, 2015** absentee voting is available at the following locations between 8:30 a.m. and 7:00 p.m.:
   a. *One Judiciary Square (441 4th St., NW) - (Closed April 16 in observance of Emancipation Day and Closed Sunday, April 19.).*
   b. *Ward 4: Takoma Park Recreation Center (300 Van Buren St., NW) - (Closed Sunday).*
   c. *Ward 8: Malcolm X Elementary School (1351 Alabama Ave., SE) - (Closed Sunday).*
2. On **Tuesday, April 28, 2015,** polling places in the District of Columbia are open from 7:00 a.m. to 8:00 p.m.

Avoiding Disruption of Public Business

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

Definition

As used in this bulletin –

- "Excused Absence" means 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.

Additional Information

For detailed information on the upcoming special election in the District of Columbia and related information, visit the D.C. Board of Elections website at www.dcboee.org or by phone at (202) 727-2525.

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3/11/15
Date