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

District Personnel Manual Issuance System

This bulletin should be filed behind the divider for Part III of DPM Chapter(s) **12**

DPM Bulletin No. 12-241

SUBJECT: Policy on Excused Absences for the Purpose of Voting in the **General Election on Tuesday, November 4, 2008**

Date: September 26, 2008

As in previous years, this District Personnel Manual (DPM) bulletin is issued to remind and encourage all District employees who are eligible to vote to accept their responsibility as citizens and exercise their right to vote; and explain the rules on excused absences for the purpose of voting.

– 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

a. Each subordinate agency head shall take whatever steps are necessary 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 **general election on Tuesday, November 4, 2008**.

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, November 4, 2008**.

2. Rules on Voting

a. The rules on excusing employees for the purpose of voting are contained in sections 1266.14 and 1266.15 of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

Note: 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.]

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b. In accordance with section **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 section **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 for 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.

d. In applying the provisions of this 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.

3. **Voting in the District of Columbia and Maryland: Polling places in the District of Columbia and Maryland are open from 7:00 a.m. to 8:00 p.m.**

4. **Voting in Virginia: Polling places in Virginia are open from 6:00 a.m. to 7:00 p.m.**

5. **Additional General Election Information**

For detailed information on the **Tuesday, November 4, 2008** general election, District government employees may visit the following websites:

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

Brender L. Gregory
Director