

### **Granting Time-off for Voter-Related Activities**

Subject to the “additional considerations” listed below, this is a reminder to Directorates on administrative leave for voting-related activities:

- Allow employees to use up to 4 hours of administrative leave for voting in connection with each Federal general election day. The administrative leave may be used for voting on the Federal general election day or for early voting (i.e., voting prior to Federal general election day, as authorized by their jurisdiction).
- Allow employees to use up to 4 hours of administrative leave for voting in connection with each election event (including primaries and caucuses) at the Federal, State, local (i.e., county and municipal), Tribal, and territorial level that does not coincide with a Federal general election day. (If an election simultaneously involves more than one level, it is considered to be a single election event.) This administrative leave may be used for voting on the established election day or for early voting, whichever option the employee uses for an election event.
- For Federal special Congressional elections not held on the date of a Federal general election, employees may use up to 4 hours of administrative leave for voting. This administrative leave may be granted for voting on the established date of a special election or for authorized early voting in connection with that election.
- Allow employees to use up to 4 hours of administrative leave per leave year to serve as a non-partisan poll worker or to participate in non-partisan observer activities at the Federal, State, local (i.e., county and municipal), Tribal, and territorial level.

#### **Additional considerations**

- Scheduling administrative leave for the voting activity is subject to a determination that the employee can be relieved of duty during the period of time requested by the employee without significantly impairing mission essential operations.
- If an employee needs to spend less than 4 hours to vote, only the needed amount of administrative leave should be granted.
- Strive to accommodate employee leave requests by making necessary operational adjustments, if feasible.
- Administrative leave may not be used during non-workday periods or during overtime work hours outside the tour of duty established for leave charging purposes.
- Administrative leave may be used for any travel time to and from the employee’s voting poll location.
- An employee may use administrative leave for voting in connection with each covered election event in which the employee participates by voting. However, an employee is limited to 4 hours of administrative leave for voting per election event.
- An employee may use up to 4 hours of administrative leave per leave year for the purpose of serving as a non-partisan poll worker or non-partisan observer, including training periods. If those duties require the employee to be absent for a longer period of time, the employee must use annual leave (accrued or advanced), earned compensatory time off, or credit hours earned under a flexible work schedule. An employee may also request leave without pay according to agency internal policies and any applicable collective bargaining agreement.