

NGFTS

National Guard Full-Time Support



HUMAN RESOURCES INFORMATION LETTER



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 10-03
Date: 2 June 2010

Excused Absence for Voting

Subject: Excused Absence for Voting

References:

CPM-2008-14 Memo dated 11 September 2008

CPM-2008-15 Memo dated 31 October 2008

Eligibility: Current National Guard (NG) Technicians

Effective Date: 2 June 2010

Use: The Federal Government has a longstanding policy of granting employees limited time off from work (i.e., excused absence) to vote in Federal, State, county or municipal elections or in referendums on any civic matter in their community. Agencies have discretionary authority to grant excused absence to the extent that such time off does not interfere with agency operations. **Typically, polling places throughout the United States are open for extended periods of time. In Oklahoma, the polls are open from 7:00 am to 7:00 pm. Therefore, excused absence should rarely be needed or used on a limited basis.**

Where the polls are not open at least 3 hours either before or after an employee's regular work hours, the employee may be granted a limited amount of excused absence that will permit the employee to report for work 3 hours after the polls open or leave from work 3 hours before the polls close, **whichever requires the lesser amount of time off.** Usually only 30 minutes to 1 hour of excused absence would be needed to provide an employee with a 3-hour window of opportunity to vote. An employee's "regular work hours" should be determined by reference to the time of day the employee normally arrives at and departs from work.

For example, if an employee is scheduled to work from 6:30 am to 5:00 pm, the employee may be granted 1 hour of excused absence from 4:00 pm to 5:00 pm, if requested. If an employee is scheduled to work from 12:00 pm to 10:30 pm, the employee should not be granted excused absence, since the employee would have at least 3 hours before their work schedule to vote.

Your point of contact is TSgt Kala Dyer at (405) 228-5537.

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