Message

From: Elsberry, Tony [elsberry.tony@epa.gov]
Sent: 10/22/2020 7:02:05 PM
To: Sanders, Amy [Sanders.Amy@epa.gov]; Sypniewski, Bruce [sypniewski.bruce@epa.gov]; Colvin, Charles [Colvin.Charles@epa.gov]
Subject: RE: Excused Absence for Voting

Thanks Amy.

From: Sanders, Amy <Sanders.Amy@epa.gov>
Sent: Thursday, October 22, 2020 1:35 PM
To: Elsberry, Tony <elsberry.tony@epa.gov>; Sypniewski, Bruce <sypniewski.bruce@epa.gov>; Colvin, Charles <Colvin.Charles@epa.gov>
Subject: FW: Excused Absence for Voting

Ex. 5 Deliberative Process (DP)

From: Sanders, Amy
Sent: Thursday, October 22, 2020 1:35 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: Excused Absence for Voting

Ex. 5 Deliberative Process (DP)

From: Elsberry, Tony <elsberry.tony@epa.gov>
Sent: Thursday, October 22, 2020 1:16 PM
To: Sypniewski, Bruce <sypniewski.bruce@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Colvin, Charles <Colvin.Charles@epa.gov>
Subject: FW: Excused Absence for Voting

Good Afternoon,

Ex. 5 Deliberative Process (DP)

From: MassMailer <massmailer@epa.gov>
Sent: Thursday, October 22, 2020 1:02 PM
To: MassMailer <massmailer@epa.gov>
Subject: Excused Absence for Voting

Dear Colleagues,

Election Day is Tuesday, November 3, 2020. According to federal guidelines, employees may be granted an excused absence (i.e., administrative leave) to vote depending on their work schedule and the polling times for their voting jurisdiction. There are additional considerations related to voting on Election Day, early voting, and non-partisan volunteering summarized below.

Voting on Election Day

If the difference between an employee's scheduled arrival and departure times and the polls' opening and closing time is less than three hours, an employee is entitled to administrative leave, up to a maximum of three hours. If the polls open or close at least three hours before or after an employee's work schedule, no excused absence may be granted.

If an employee's voting place is beyond normal commuting distance and voting by absentee ballot is not permitted, the agency may grant excused absence (not to exceed one day) to allow the employee to travel to the voting place to cast a ballot. If more than one day is needed, the employee may request annual leave or leave without pay for the additional period of absence.

Early Voting

In regards to early voting, the agency may grant excused absence on a scheduled workday only when: 1) the employee will be unable to vote on the day of the election because of activities directly related to the agency's mission (such as temporary duty travel) and cannot vote by absentee ballot; or 2) early voting hours are the same as, or exceed, voting hours on the day of the election. In such case, the general Election Day guidance above applies. If the polling place hours are shorter than on Election Day, the employee is not eligible for excused absence.

Non-Partisan Volunteer

An employee who requests time off to train and serve as a non-partisan volunteer election official to assist at polling stations may be granted excused absence to the maximum extent possible while accounting for the responsibilities and duties to carry out the agency's mission. The agency will try to accommodate the excused absence request so long as there are no negative impacts to critical mission work. Decisions about granting excused absence for this purpose are to be made on a case-by-case basis and require the employee's assistant administrator or regional administrator's approval after the local deputy ethics official or the Office of General Counsel's Ethics Office has determined the volunteer activity comports with ethics requirements. Approved administrative leave for participation in volunteer activities should not involve an employee being absent from the workplace for a significant period.

Any employee needing an excused absence to vote or volunteer should first seek approval from their first-line supervisor. If approved, the time must be documented in PeoplePlus using the following time reporting codes:

- **VOTIN** (Administrative Leave – Voting)
- **VOLRT** (Administrative Leave – Volunteer Activities)

Please refer to the U.S. Environmental Protection Agency's policies regarding official time off for voting and the use of administrative leave. Some of the agency's collective bargaining agreements contain similar language. Please refer to those agreements or the applicable union point of contact for further information.

If you have questions regarding these guidelines, please contact the Policy and Accountability Branch, Office of Human Resources, at OHR_PPTD_PAB.

Best,
Donna J. Vizian
Principal Deputy Assistant Administrator, Office of Mission Support