

NEIL ABERCROMBIE
GOVERNOR



DARRYLL D.M. WONG
MAJOR GENERAL
ADJUTANT GENERAL

JOSEPH K. KIM
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DEPUTY ADJUTANT GENERAL

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
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NGHI-HRO

OCT 22 2012

MEMORANDUM FOR COMMANDER, HIANG
COMMANDER, HIARNG
O/USPFO

SUBJECT: Excused Absence for Voting

1. All employees are encouraged to exercise their right to vote in the upcoming election, on Tuesday, 6 November 2012. Although the General Election is not a federal holiday, full-time federal employees may be authorized excused absence (administrative leave) in order to vote.

2. To determine the amount of excused absence to provide, supervisors should use the following guidance:

a. Where polls are not open at least three hours either before or after an employees' regular hours of work they may be granted an amount of excused leave which will permit them to report for work three hours after the polls open or leave three hours before the pools close, whichever requires the lesser amount of time off.

b. 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. Usually only 30 minutes to one hour of excused absence would be needed to provide an employee with a three hour window of opportunity. Because polling places are usually open for extended periods of time, excused absence is usually not needed at all. This historic arrangement allows for a strong balance of keeping Federal Government functioning while providing time necessary for employees to exercise their right to vote.

3. The voting polls in Hawaii will be open from 0700 to 1800 hours on 6 November 2012. Using the above guidelines, if an employee is scheduled to work from 0600 to 1545, the employee may be granted ¾ hour of leave absence from 1500 to 1545, if requested. An employee scheduled to work from 0700 to 1645, maybe granted 1 and ¾ hour of excused absence from 1500 to 1645, if requested.

4. If you have any questions or require additional guidance, please contact Sandy Hashimoto at (808) 672-1235.

FOR THE ADJUTANT GENERAL

A handwritten signature in black ink, appearing to read "B. S. Buhler".

BRIAN S. BUHLER, Lt Col, HIANG
Human Resource Officer

CF:
USPFO/Payroll
154 CPTF/FMFC
HRO Services Branch