

AMENDS 206.01

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (Sec Reverse)	2. TYPE <input type="checkbox"/> ORIGINAL <input type="checkbox"/> EXPEDITE <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> CANCEL <input type="checkbox"/> CORRECTION <input type="checkbox"/> REPEAT <input type="checkbox"/> REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST October 31, 2008
		4. UNIT NUMBER (202) 727-4218	7. REQUESTING ELEMENT EOCOP
		5. <input type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO
THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANTS NAME	14. COMPLAINANTS ADDRESS
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Election Day Work Rules

Members are notified of the below listed conditions set forth in District Personnel Manual (DPM) Bulletin Number 12-241 (Policy on Excused Absences for the Purpose of Voting in the General Election on Tuesday, November 4, 2008) [Attached].

All employees who are eligible to vote are encouraged to accept their responsibilities as citizens and exercise their right to vote. According to Part 2 of DPM Bulletin 12-241:

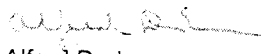
- Whenever the polls are not open at least three (3) hours before of after a member's regular hours of work, the member shall be granted an amount of administrative leave (excused absence) that will allow the member to report for work three (3) hours after the polls open, or leave work three (3) hours before the polls close, whichever requires the lesser amount of absence from duty.
- Members requesting administrative leave for the purpose of voting shall comply with General Order 206.1 (Time and Attendance), dated November 5, 1978, Part I.O.1, by submitting to their immediate supervisor for approval, in advance, a Standard Form 71 indicating in the "Remarks" section in reason for the request.

Commanding Officers/Officials/Civilian Equivalents shall ensure proper staffing in order to avoid disruption of police business.

Please note that:

- District of Columbia and Maryland: Polling places are scheduled to be open from 0700 hours until 2000 hours.
- Virginia: Polling places are scheduled to be open from 0600 hours to 1900 hours.
- Additional General Election Information can be obtained from:
 - District of Columbia: www.boce.dc.gov;
 - Maryland: www.elections.state.md.us; and
 - Virginia: www.sbe.virginia.gov.

Additional information about DPM Bulletin Number 12-241 may be obtained by calling the Office of Human Resources Management on 727-4261.

SENDER-BADGE-ORG. E.I.M.	AUTHORIZED BY-BADGE-ORG.E.I.M.	BUREAU HEAD APPROVAL  Alfred Durham Assistant Chief of Police
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COMMUNICATIONS DIVISION USE ONLY	
REMARKS	DATE AND TIME
	TT# 10-118-08
	TELETYPE NUMBER TT 10-118-08

206.01

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

District Personnel Manual Issuance System

DPM Bulletin No. 12-241

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

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.]

Inquiries: Policy and Planning Administration, DCHR, 442-9644

Distribution: Heads of Departments and Agencies, HR Advisors and DPM Subscribers

Bulletin Expires: November 30, 2008

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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

10-117-08