

NATIONAL RECONNAISSANCE OFFICE

14675 Lee Road
Chantilly, VA 20151-1715

Office of the Director Announcement

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EXCUSED ABSENCE FOR ELECTION DAY ON 8 NOVEMBER 2016

The Federal Government has a policy of granting employees limited time off from work (i.e., excused absence) to vote in Federal, State, County, or Municipal elections. Typically, polling places throughout the United States are open for extended periods of time. Therefore, excused absences should rarely be needed. The following guidelines are offered when granting excused absence for voting.

Government Civilian: In locations where polls are not open at least 3 hours before or 3 hours after an employee's regular work hours, an organization may grant 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. An employee's regular work hours should be determined by the time of day the employee normally arrives at and departs from work. An employee's commuting time is not factored into an excused absence determination.


Military: If a military member is unable to vote prior to or after their regularly scheduled work hours, the member can be granted an excused absence to vote during their regularly scheduled work hours with supervisor approval. The 3-hour rule used above for civilians before or after the duty hours does not apply for military members.

Contractors: Contractor employees regularly assigned to work at a government facility (on-site contractors) should follow parent company policy. On-site contractors will normally continue working established hours. Contractors who choose to depart early are not permitted to direct-charge the non-working hours to an NRO contract. Contractors shall follow their disclosed charging practices during the contract period of performance, and shall not follow any verbal directions to the contrary.

All employees are reminded to follow Parent Organization's guidelines and procedures regarding excused absences.

Questions can be directed to OHR Policy at (secure).

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Betty J. Sapp
Director

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