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Replying to @OfficeGovEthics

It is important that you know how to exercise your right to **vote**. If you don't, you can learn how to register to **vote** and where and when to cast your ballot at [vote.gov](https://www.vote.gov).

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From [vote.gov](https://www.vote.gov)

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Want to know when your state or territory holds primary elections? Find out here: (pdf) fvap.gov/uploads/FVAP/V...

You can find helpful resources about **voting** here:

 Voting and elections |
USAGov
usa.gov



From: [Sidney Williams](#)
To: [Agency Wide](#)
Subject: Voting
Date: Wednesday, October 27, 2021 3:18:15 PM
Attachments: [ATTACHMENT.ADMINISTRATIVE-LEAVE-FOR-VOTING-\(OGE-HR-MANUAL\).pdf](#)

Good afternoon All:

Voting is a fundamental right and privilege of American citizenship. Presidential Executive Order 14019 seeks to promote and defend this right for all Americans who are legally entitled to participate in elections and encourages agencies to consider ways to expand citizens' opportunities to participate in the electoral process.

With this as a backdrop, OGE notes that Virginia will hold its gubernatorial elections next Tuesday, November 2nd. In accordance with current OGE policy (see the attached HR Manual excerpt, Chap 630, Subchap 5, VII, A, 2), OGE employees who are Virginia residents and want to cast a ballot in-person at an official polling location may request administrative leave to vote in certain circumstances. Supervisors may grant up to three hours of administrative leave to vote when the employee's polling location is not open at least three hours before or after the employee's regular work hours. When this is the case, a supervisor may grant administrative leave to allow an employee to report to work no more than three hours after the polling place opens or leave from work no more than three hours before the polling place closes, whichever requires the lesser amount of time off. Employees should provide adequate information in the "Submitter's Remarks" box in WebTA so that supervisors will have a proper basis on which to decide on requests.

Looking forward, as part of its efforts to implement EO 14019, OGE plans to update its Human Resources Manual and administrative leave policy and procedures to also allow administrative leave to be granted to employees who participate in voter education and outreach programs, in addition to voting.

Very respectfully,

Sidney K. Williams
HR Attorney-Advisor
Administrative Operations Branch
Compliance Division
U. S. Office of Government Ethics
202 482-9209 (office)
(b) (6) (cell)
SWilliam@oge.gov
7:30 am – 4 pm

V. PARENT-TEACHER CONFERENCES

Supervisors are authorized to grant two hours excused absence for parent-teacher conferences up to three times per leave year.

VI. PREVENTIVE HEALTH SERVICES

Supervisors are authorized to grant up to four hours excused absence per leave year for participation in preventive health services. Services include immunizations, screening for prostate, cervical, colorectal, breast cancer, sickle cell anemia, blood lead level, blood cholesterol level, and health behavior counseling such as smoking cessation.

Visits to the OGE Health Unit are permitted without charge to leave when such visits are considered necessary to the employee's well being.

VII. PARTICIPATION IN CIVIC ACTIVITIES OF NATIONAL INTEREST

Excused absence to participate in civic activities in the national interest must be in accordance with the following provisions:

A. VOTING AND REGISTRATION

1. Employees will be excused in accordance with policy established by the Office of Personnel Management. Employees will be advised prior to each election concerning the hours during which polls are open in all subdivisions in which employees reside, and the amount of excused time to be granted for voting and registration.
2. Typically, polling places in the Washington, D.C. metropolitan area are open for extended periods of time. Therefore, excused absence should rarely be needed. Generally, supervisors may grant a limited amount of excused absence where the polls are not open at least three hours either before or after an employee's regular work hours. The employee may be permitted to report to work three hours after the polls open or leave from work three hours before the polls close, whichever is the least amount of time off. An employee's regular work hours are the times of day the employee normally arrives at and departs from work.

3. If an employees voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employing agency may grant excused absence (not to exceed one day) to allow the employee to make the trip 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.

B. BLOOD DONATIONS

At the request of the employee, excused leave shall be granted for up to four hours after donating blood to blood banks or, in emergencies, to individuals. The excused time is to be taken on the day the blood is donated and is in addition to the time required to travel to and from the blood center and to actually give blood. The purpose of this excused time is to permit a reasonable recuperative period after the donation of blood. If the employee is not accepted for blood donation, only the time necessary for the trip to and from the blood center is allowed on administrative leave.

VIII. PARTICIPATION IN MILITARY FUNERAL

Veterans or members of the Reserve or National Guard, who are scheduled to serve as pallbearers, members of a firing party or honor guard, will ordinarily be excused up to four hours to participate in military funerals, unless demands at the Office of Government Ethics preclude the absence.

IX. PARTICIPATION IN MEETINGS OF PROFESSIONAL ORGANIZATIONS

Supervisors are authorized to permit attendance at meetings of professional organizations and other groups where it is determined that the attendance will benefit OGE.

From: [Emory A. Rounds III](#)
To: [Agency Wide](#)
Subject: Poll Worker Recruitment Day
Date: Tuesday, January 25, 2022 7:41:05 AM

Good morning.

In support of Executive Order 14019, Promoting Access to Voting, the [U.S. Election Assistance Commission](#) has identified today as [National Poll Worker Recruitment Day](#).

I encourage you to visit [HelpAmericaVote.gov](https://www.HelpAmericaVote.gov), which serves as a central resource for Americans to find information about being a poll worker, a tool to look up specific information for thousands of counties and local election jurisdictions, and a toolkit for those hoping to get involved.

Thank you.