

SAWVP

DEPARTMENT OF THE ARMY  
Wilmington District, Corps of Engineers  
P. O. Box 1890  
Wilmington, North Carolina 28401

DISTRICT REGULATION  
NO. 690-1-28

11 August 1970

CIVILIAN PERSONNEL

Excused Absence for Voting and Registration

1. Purpose and Scope: To inform all employees of the policy on granting excused leave for the purpose of voting or registering as a voter. This policy applies to all employees of the Wilmington District.
2. Reference: FPM 630, CPR 630.
3. Policy: The following policy governing absence for voting and registration is contained in a letter from the Special Assistant to the President for Personnel Management:

"Insofar as practicable, without interfering seriously with operations, employees who desire to vote or register in any election or in referendums on a civic matter in their community shall be excused for a reasonable time for that purpose as follows:

"a. As a general rule, where the polls are not open at least three hours either before or after an employee's regular hours of work he may be granted an amount of excused leave which will permit him to report for work three hours after polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off.

"b. Under exceptional circumstances where the general rule does not permit sufficient time, an employee may be excused for such additional time as may be needed to enable him to vote, depending upon the particular circumstances in his individual case, but not to exceed a full day.

"c. If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time off in order to be able to make the trip to the voting place to cast his ballot. Where more than one day is required to make the trip to the voting place, agencies shall observe a liberal policy in granting the necessary leave for this purpose. Time off in excess of one day shall be charged to annual leave or if annual leave is exhausted, then to leave without pay.

---

This regulation supersedes District Regulation 690-1-28, 14 November 1968

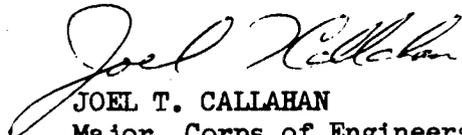
"d. For employees who vote in jurisdictions which require registration in person, time off to register may be granted on substantially the same basis as for voting, except that no such time shall be granted if registration can be accomplished on a nonwork day and the place of registration is within reasonable one-day round-trip travel distance of the employee's place of residence."

4. In accordance with paragraph 3a, employees in New Hanover County may be excused at 3:30 P. M. since the polls in the County open at 6:30 A. M. and close at 6:30 P. M. and such time will allow an employee three hours for the purpose of voting. However, employees who are able to vote after working hours are requested to do so in order that employees who need additional time may be excused at 3:30 P. M. In addition, employees who require more time as indicated in paragraph 3b and 3c should request leave through appropriate operating official and the Personnel Officer for final approval by the District Engineer.

5. In the event the operations of a Division or Office will be seriously affected by the above, the matter will be brought to the attention of the District Engineer through the Personnel Officer for determination as to whether excused leave should be denied.

6. All employees are encouraged to exercise their right to vote.

7. Employees and employee organizations are invited to submit comments on or recommendations for the improvement of this regulation since it is under constant review. Any such comments should be reduced to writing and forwarded to the Personnel Officer for appropriate consideration.

  
JOEL T. CALLAHAN  
Major, Corps of Engineers  
Acting District Engineer

DISTRIBUTION  
D plus  
Pers Ofc (50)