



Departmental
Administration

Office of the
Assistant Secretary
for Administration

Office of Human
Resources
Management

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DATE: September 3, 2024

TO: Mission Area Chief Operating Officers
Mission Area Chief Human Capital Officers
Staff Office Equivalents

FROM: Anita R. Adkins
Chief Human Capital Officer
Office of Human Resources Management

SUBJECT: OHRM Advisory FY2024-137 Access to Voting

Purpose

This advisory promotes access to voting.

Background

The Office of Personnel Management (OPM) issued [CPM 2024-18](#) reminding agencies they are authorized to grant up to four hours of administrative leave for the purpose of voting or serving as a non-partisan poll worker or non-partisan observer (including travel time). If an employee uses less than four hours to vote, only the needed amount of administrative leave is granted.

OPM is also clarifying that employees who use administrative leave to serve as a non-partisan poll worker or non-partisan observer are not required to return compensation or fees received for performing this service to their employing agency.

Please also see February 22, 2023, OHRM Advisory [FY23-008](#), *Supporting Access to Leave for Federal Employees*, and September 19, 2023, OHRM advisory, *Administrative Leave for Voting Related Activities*.

Voting and Registering to Vote

Employees can receive up to four hours of administrative leave for voting in connection with each Federal general election day, and each election event (including primaries and caucuses) at the Federal, State, local (e.g., county and municipal), Tribal, and territorial level that does not coincide with a Federal general election day, including Federal special Congressional elections not held on the date of a Federal general election. The administrative leave may be used for registering to vote, volunteering to register others to vote, voting on the established election day, or for early voting, whichever option the employee chooses to use with respect to an election event.

An employee may use administrative leave for voter registration activities and voting in connection with each covered election event. However, an employee is limited to four hours of administrative leave per election event.

Poll Worker

Employees are authorized to receive up to four hours of administrative leave per leave year for the purpose of serving as a non-partisan poll worker or to participate in non-partisan observer activities at the Federal, State, local, Tribal, and territorial level, including training periods. This leave is in addition to any administrative leave an employee uses to vote. If the employee requires additional leave, then they may request annual leave, compensatory time off, credit hours, or leave without pay.

Using Administrative Leave

Employees must request in advance and receive approval from their supervisor prior to using administrative leave. Scheduling of administrative leave is subject to a determination by the supervisor that the employee can be relieved of duty during the specific period of time without significantly impairing mission-essential operations. Administrative leave may not be used during a non-workday or during overtime work hours outside the tour of duty established for leave charging purposes.

Please contact your servicing Human Resources Office for general questions. For questions about this advisory, please contact Lisa Swenka, Human Resources Specialist at Lisa.Swenka@usda.gov.