

STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789

NGOH-HRZ

3 March 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Excused Absence & Time Allotted for Voting in National, State, County, and Municipal / Local Elections for the Full-Time Support Workforce (HRO Policy # 20-016)

1. References.

a. CNGBI 1400.25, Volume 630, National Guard Technician Absence and Leave Program, 6 August 2018.

b. AFI 36-815, Absence and Leave, 3 August 2018

c. AR 600-8-10, Leaves and Passes, 4 August 2011

d. Ohio Revise Code 3599.06

2. All employees of the Adjutant General's Department must be afforded an opportunity to exercise their right to vote. In that vein, supervisors and commanders will work closely with their subordinates to ensure that work schedules do not impede that right. The following guidance provides tools available to supervisors and commanders for ensuring all members of our workforce are given an opportunity to vote in the upcoming election.

a. **Active Guard Reserve (AGR) and Full-Time National Guard Duty (FTNGD).** Members performing AGR or other FTNGD may be allotted a reasonable time of absence, away from their normally-scheduled duty, to vote. Supervisory and command chains may excuse these members from duty, without charge of leave, for the amount of time necessary to permit them to report to their duty locations **up to** three hours after polls open or to leave their duty locations **up to** three hours before polls close; whichever requires the least amount of time away from duty. Normally, where voting polls are open **either** three hours before **or** three hours after the member's regular duty hours, no time of absence is granted. Supervisors are encouraged, however to work closely with their subordinates and grant allotted time appropriately, on a case-by-case basis.

b. **Federal employees.** Federal employees (including Military Technicians and NG Employees) may be excused for a reasonable time to vote in Federal, State, County, or municipal elections. Generally, Federal employees may be excused from duty, with no

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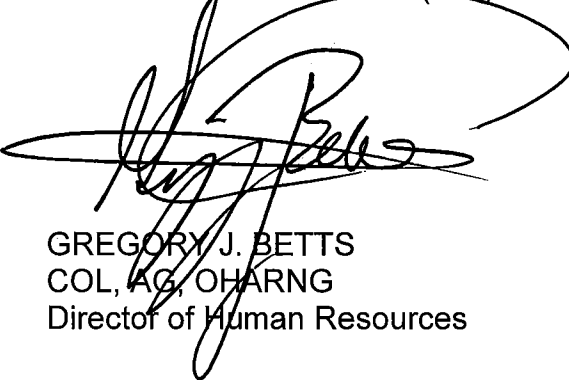
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charge of leave, to permit them to report to their respective duty locations **up to** three hours after the polls open or to leave work **up to** three hours before the polls close; whichever results in the least amount of excused-absence time. Normally, where voting polls are open **either** three hours before **or** three hours after the member's regular duty hours, no excused-absence time is required or granted. Supervisors are encouraged, however, to work closely with their subordinates and grant allotted time appropriately, on a case-by-case basis. If excused-absence leave is required, supervisors and timekeepers will annotate employee timecards with the "LN" code.

c. **State Employees.** State Employees may request approval for a paid-leave status, to vote during their normally-scheduled duty hours. As an alternative, employees may request to flex their schedules for the amount of time necessary to cast their votes, during their normally-scheduled duty hours. Supervisors are encouraged to consider such requests and, if possible, grant them—in this context—in accordance with mission needs.

3. Questions may be directed to the Human Resources Directorate at (614) 336-7051.

FOR THE ADJUTANT GENERAL:



GREGORY J. BETTS  
COL, AG, OHARNG  
Director of Human Resources

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