



Texas Military Department

DIRECTIVE

Number 1000.07

25 October 2018

NGTX-JHR

SUBJECT: Attendance for Voting

References: See enclosure.

1. PURPOSE. This issuance supersedes TMD P16-02, Attendance Policy for Voting. It provides guidance to personnel and supervisors for attendance and leave on federal, state, and local election days.

2. APPLICABILITY AND SCOPE: This issuance applies to all full-time TMD employees.

3. POLICY. The Adjutant General fully supports employees exercising their civic rights and responsibilities by voting. Personnel are encouraged to vote during early voting periods when not in a duty status. On election days, the below guidance applies for all federal (AGR, Title 32 (T32) Technicians, and Title 5 (T5) National Guard employees (NGE)) and state employees:

a. Generally, personnel may report to work three hours after the polls open or leave work three hours before the polls close, whichever results in the least amount of time away from work in accordance with individual schedules, as determined by the first line supervisor. T32 Technicians and T5 NGE are provided administrative leave, AGRs are excused, and state employees are provided time-off for voting during this period.

(1) Example work schedule of 0600 - 1630:

(a) Polls open at 0700. To vote in the morning the employee would potentially require four hours away from work (time allotted for voting is 0700 - 1000).

(b) Polls close at 1900. To vote in the evening the employee would only require 30 minutes away from work (time allotted for voting 1600-1900).

(c) In this example, the employee should vote in the evening as this results in the least amount of time off in order to maintain continuity of operations.

(2) Any additional time needed (i.e. travel time) should be leave, coordinated through the supervisor.

(3) This time off does not apply to early voting which allows an employee to vote (before or after work, including the weekends) prior to an election.

b. If an employee's voting place is beyond normal commuting distance and voting by absentee ballot is not permitted, the agency may grant an excused absence (not to exceed one day) for the T32 Technician/T5 NGE, or a pass for AGR, to allow for the trip to the voting place to cast a ballot.

c. No administrative leave or time-off for voting should be granted for an employee on an alternative schedule if the employee's non-workday falls on a day that his or her polling place is open for voting.

4. RESPONSIBILITIES. Supervisors should verify the schedules of their employees prior to granting an excused absence for voting purposes. An employee taking time off to vote is expected to coordinate the absence with their supervisor in advance.


5. INFORMATION REQUIREMENTS. This issuance supports state and federal requirement.

6. RELEASABILITY. Unlimited.

7. EFFECTIVE DATE. This issuance will expire two years from the effective date of publication unless sooner rescinded or superseded.

8. POINT OF CONTACT. Director of Human Resources at 512-782-6725.

Encl


JOHN F. NICHOLS
Major General, TXANG
Adjutant General

DISTRIBUTION:

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KATHERINE M. BROWN
CW4, AG-1
J5 - Issuance



**Enclosure
References.**

- a. Memorandum, United State Office of Personnel Management, 05 October 2012, subject: Granting Excused Absence for Voting
- b. Texas Government Code, Section 661.914; and Texas Office of the Attorney General, Opinion V-1532 (1952)
- c. TARNG Regulation 690-600/TANG Regulation 40-600 Civilian Personnel: Hours of Duty and Leave, Change 4, dated 31 January 1996
- d. State Employee Policies & Procedures Handbook, Number 1400.01, 01 January 2018