



TEXAS MILITARY DEPARTMENT  
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JUN 21 2016

NGTX-JHR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (TMD P16-02) Attendance Policy for Voting

**1. References.**

- a. Memorandum, United States 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

**2. Applicability.** This policy applies to all full-time personnel of the Texas Military Department.

**3. Purpose.** To provide guidance to personnel and supervisors for attendance and leave on federal, state, and local election days.

**4. 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 and technician, both TXARNG and TXANG) 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 IAW individual schedules, as determined by the supervisor. Technicians 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).

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(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 technicians 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.

5. This memorandum will expire two years from the effective date of publication unless sooner rescinded or superseded.

6. Point of contact is the Human Resource Officer at 512-782-6725 or DSN 945-6725, or State Human Resources at 512-782-3390.

  
JOHN F. NICHOLS  
Major General, TXANG  
Adjutant General

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