

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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To: All BC, HR, NI, RS, SNPIT, and WO Field BIA Liaison Office Employees
From: Director, National Human Resources Management Center
Subject: Time Off For Voting

We would like to ensure that all employees have sufficient time to vote in the November 3, 1998 election. The following is a general rule regarding time off for voting. Employees will be allowed time off to vote if the polls are not open at least 3 hours before or after their regular work schedule. Employees may be granted an amount of excused absence which will permit them to report to work 3 hours after polls open or leave work 3 hours before the polls close, whichever results in less time off.

This rule is also applicable to employees on a maxiflex schedule. In the case of a maxiflex schedule, review the last two pay periods to establish a pattern of work.

Please make arrangements with your immediate supervisor in asking for time off to vote. If you have any questions regarding this policy, please contact Patty Elliott at (303) 236-6667.

Signed
Linda D. Sedbrook
Director, NHRMC
Specialist

Authenticated
Patty Elliott
Employee Relations

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