



TO: NOWCC/SEE Program Enrollees,
EPA Monitor and EPA SEE Coordinator

FROM: Sheila Miner, Mike Durkin and Jack Everett
NOWCC Field Directors

DATE: October 31, 2008

RE: Voting Policy

The National Older Worker Career Center will adhere to EPA's voting policy for enrollees on Election Day. NOWCC would only add one request to EPA's Policy, provided below: when possible, Monitors will grant enrollees a minimum of one hour leave to vote.

EPA Policy:

Where polls are not open at least three hours either before or after an employee's regular work hours, limited excused absence or administrative leave may be permitted to make up the difference. There is a simple formula for determining if and how much time an employee will be excused from his or her regular tour of duty on Election Day, as follows:

- (1) Add three hours to the time that the polls open.
- (2) Subtract three hours from the time that the polls close.
- (3) Subtract the time that the employee's tour of duty begins from the time found in step 1.
- (4) Subtract the time found in step 2 from the time the employee's tour of duty ends.
- (5) The shorter time between steps 3 and 4 is the time that the employee may report late or leave early on election day, no matter if the employee elects to vote in the morning or evening.

(b) Example of this calculation: An employee's tour of duty is 8:00 a.m. to 5:30 p.m. and their voting poll opens at 6:00 a.m. and closes at 7:00 p.m.

- (1) Three hours added to 6:00 a.m. is 9:00 a.m.
- (2) Three hours subtracted from 7:00 p.m. is 4:00 p.m.
- (3) 8:00 a.m. subtracted from 9:00 a.m. is ONE HOUR.
- (4) 4:00 p.m. subtracted from 5:30 p.m. is ONE AND ONE HALF HOUR.
- (5) ONE HOUR is less than ONE AND ONE HALF HOUR. Therefore, the employee may elect to report ONE HOUR later (9:00 a.m.), or depart one hour earlier (4:30 p.m.), to vote.

Note: Employees must inform their supervisor which they chose—report later or depart earlier.