

**United States Department of The Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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To: All HR, BC, NI, RS, 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 7, 2000 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 questions regarding this policy, please contact Lenna Gerwing at (303) 236-6667.

Signed by:
Greg Graff
Acting Director

Authenticated by:
Darlene Robitaille
Secretary

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