



United States Department of Agriculture

Departmental
Administration

Office of the
Assistant Secretary
for Administration

Office of Human
Resources
Management

1400 Independence
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DATE: April 1, 2022

TO: Mission Area Chief Operating Officers and Staff Office Equivalents
Mission Area Chief Human Capital Officers

FROM: Anita R. Adkins
Acting Chief Human Capital Officer

SUBJECT: Administrative Leave for Voting

The Office of Personnel Management (OPM) issued [CPM 2022-05](#) to implement Executive Order [14019](#) on Promoting Access to Voting, March 7, 2021. Effective immediately, agencies will grant up to 4 hours of administrative leave for the purpose of voting or serving as a non-partisan poll worker or non-partisan observer (including travel time). If an employee needs to spend less than 4 hours to vote, only the needed amount of administrative leave should be granted.

Voting

Employees will receive up to 4 hours of administrative leave for voting in connection with each Federal general election day, and each election event (including primaries and caucuses) at the Federal, State, local (i.e., county and municipal), Tribal, and territorial level that does not coincide with a Federal general election day, including Federal special Congressional elections not held on the date of a Federal general election. The administrative leave may be used for voting on the established election day or for early voting, whichever option is used by the employee with respect to an election event.

An employee may use administrative leave for voting in connection with each covered election event in which the employee participates by voting. However, an employee is limited to 4 hours of administrative leave for voting per election event.

Poll Worker

Employees will receive up to 4 hours of administrative leave per leave year for the purpose of serving as a non-partisan poll worker or to participate in non-partisan observer activities at the Federal, State, local, Tribal, and territorial level, including training periods. This leave is in addition to any administrative leave an employee uses to vote. If the employee requires additional leave they may request annual leave, compensatory time off, credit hours, or leave without pay.

Employees must request in advance and receive approval from their supervisor prior to using administrative leave. Scheduling of administrative leave is subject to a determination by the supervisor that the employee can be relieved of duty during the specific period of time without significantly impairing mission-essential operations. Administrative leave may not be used during a non-workday or during overtime work hours outside the tour of duty established for leave charging purposes.

If you have any questions about this memorandum, please contact Allen Hatcher, USDA Acting Deputy Chief Human Capital Officer, at allen.hatcher@usda.gov or (703) 457-7760, or Lisa Swenka, Senior Human Resources Specialist, Pay and Leave Policy, at lisa.swenka@usda.gov or (202) 731-7958.