# Administrative Leave for Voting-Related Activities

As a reminder, employees may use up to four hours of administrative leave to vote on Election Day or participate in early voting.

In addition, employees may use up to four hours of administrative leave per leave year to serve as a non-partisan poll worker or observer at federal, state, local (i.e., county and municipal), tribal, and territorial level. (A “leave year” begins on the first day of the first pay period beginning on or after January 1 of the given year and ends on the day before the first day of the next leave year). This leave flexibility is in addition to any administrative leave an employee uses to vote.

For more information please refer to the OPM memo “[Executive Order on Promoting Access to Voting](https://chcoc.gov/content/executive-order-promoting-access-voting).”

## Charging time

For pay and leave purposes, employees should code their time to Pay Code 060 - Admin Leave–Other–Used and include payroll remarks about specific voting-related activities (e.g., voting, poll worker, state election event, etc.).

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## Resources

OPM memo: “[Executive Order on Promoting Access to Voting](https://chcoc.gov/content/executive-order-promoting-access-voting)”

## Questions?

If you have questions, please contact your [servicing HR Specialist](https://ibc.doi.gov/HRD/hr-services-contacts).