



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

CPM 2024-18
August 29, 2024

Memorandum for Heads of Executive Departments and Agencies

From: Robert H. Shriver, III
Acting Director

Subject: Access to Voting

The Biden-Harris Administration is committed to advancing democracy by protecting the right to vote and reducing barriers to voting. To that end, on March 24, 2022, building on the agency's long-standing commitment of enhancing federal employees' access to voting, the Office of Personnel Management issued a [memorandum](#) to implement Executive Order (EO) 14019 on Promoting Access to Voting, issued by President Biden on March 7, 2021.

As explained in OPM's March 2022 guidance, agencies should allow employees to use up to 4 hours of administrative leave for voting in connection with Federal general election day and in connection with each election event (including primaries and caucuses) at the Federal, State, local (i.e., county and municipal), Tribal, and territorial level. The administrative leave may be used for voting on an established election day or for early voting.

As also explained in OPM's March 2022 guidance, agencies should allow employees to use up to 4 hours of administrative leave per leave year to serve as a non-partisan poll worker or non-partisan observer, and this leave is in addition to any administrative leave an employee uses to vote.

We are also clarifying that employees who use administrative leave to serve as a non-partisan poll worker or non-partisan observer are not required to return compensation or fees received for performing this service to their employing agency.

Additional conditions and limitations for administrative leave for voting and serving as a non-partisan worker or non-partisan observer are found in the March 2022 guidance.

Additional Information

For additional information, agency headquarters-level human resources offices may contact OPM at leavepolicy@opm.gov. Component-level human resources offices must contact their agency headquarters for assistance. Employees must contact their agency human resources offices for further information on this memorandum.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Human Resources Directors, and Work-Life Coordinators