

**From:** [Tunis, Nancy](#)  
**To:** [Ogilvie, Clark](#); [Griffin, Ward](#)  
**Cc:** [Isawi, Hazem](#)  
**Subject:** FW: OPM Memo Attached: Executive Order on Promoting Access to Voting  
**Date:** Thursday, March 24, 2022 9:14:00 AM  
**Attachments:** [Voting Admin Leave Memo CPM 2022-05.pdf](#)

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FYI

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**From:** OPM-AWR <AWR@opm.gov>  
**Sent:** Thursday, March 24, 2022 7:09 AM  
**Subject:** OPM Memo Attached: Executive Order on Promoting Access to Voting

### **External Source – Proceed Cautiously**

Good morning,

OPM continues to take steps to make it easier for Federal employees to participate in the democratic process and has issued guidance to agencies on providing administrative leave to Federal employees to vote in elections or serve as non-partisan poll workers or non-partisan observers. This guidance authorizes agencies to provide employees who need it up to four hours of administrative leave per qualifying election. This guidance also authorizes agencies to allow employees to use up to four hours of administrative leave per leave year to serve as a non-partisan poll worker or to participate in non-partisan observer activities at the Federal, State, local (i.e. county and municipal), Tribal, and territorial level. Please refer to the guidance for additional details.

Please find the 508-conformant version of the memorandum titled, “Executive Order on Promoting Access to Voting” attached above and posted online for the benefit of readers with disabilities at: <https://chcoc.gov/content/executive-order-promoting-access-voting>

This guidance advances fundamental goals of the Administration: to promote democracy, reduce barriers to voting for Federal employees, and further position the Federal government as a model employer. Please refer to this White House Fact Sheet which outlines additional steps in response to the President’s Executive Order to Promote Access to Voting: <https://www.whitehouse.gov/briefing-room/statements-releases/2022/03/24/fact-sheet-biden-harris-administration-releases-report-on-native-american-voting-rights/>

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