
ee to report for work up to three (3) hours after the polls open or leave work up to three (3) hours before the polls close, whichever requires the lesser amount of time off.

- B. Under exceptional circumstances where the general rule does not permit sufficient time, an employee may be excused for such additional time as may be needed to enable the employee to vote, depending upon the particular circumstances in the individual case, but not to exceed a full day.
- C. If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time off in order to be able to make the trip to vote. Where more than one (1) day is required to make the trip to the voting place, the Department shall observe a liberal policy in granting the necessary leave for this purpose. Time off in excess of one (1) day shall be charged to annual leave or earned credit hours or compensatory time or if annual leave is exhausted, then to LWOP.
- D. For employees who vote in jurisdictions which require registration in person, time off to register may be granted on substantially the same basis as for voting, except that no such time shall be granted if registration can be accomplished on a non-workday and the place of registration is within reasonable one-day round-trip travel distance of the employee's place of residence.

Section 3 - Inclement Weather or Emergency Conditions

- A. Management may apply administrative leave to tardiness which is clearly attributable to extraordinary weather, public transportation, or traffic tie-up conditions. In considering requests for excused absences, Management shall consider factors such as the distance between the employee's residence and place of work, the modes of transportation available to an employee, and the efforts made by employees traveling under similar circumstances in getting to work on time.
- B. Charges to Leave. A charge to leave as discussed below includes charges to annual or sick leave, if appropriate, to earned compensatory time, to earned credit hours, or to leave without pay. A charge to leave depends upon the employee's duty status at the time an emergency situation occurs.

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1. Emergencies that develop during working hours. When dismissal is announced because of emergency conditions that develop during working hours. The following outlines charges to leave that may occur:
 - a. If the employee was on duty and was dismissed, the employee is not charged leave for the remaining hours of the work shift following dismissal.
 - b. If the employee was on duty and departed on annual leave after receiving official word of dismissal but before the time set for dismissal, the employee is charged leave from the employee's departure time until the official dismissal time.
 - c. If the employee was scheduled to report for duty after taking an official period of leave and dismissal is effected before the employee reports to work, the employee is charged leave until the time set for dismissal.
 - d. If the employee was absent on approved leave for the balance of or for the entire work shift before official word of dismissal was received, the entire absence is charged to leave as originally planned and approved.
 2. Emergency situations that develop during nonworking hours. When emergency situations develop during nonworking hours, thereby making it difficult or virtually impossible for employees to get to work on time, the Department will open as usual or close by administrative order according to established procedures. The following outlines charges to leave that may occur:
 - a. Excused tardiness. Supervisors may excuse tardiness without charge to leave when it can be determined that the employee made every reasonable effort to get to work on time.
 - b. Unscheduled leave policy. Employees may use annual leave to their credit without having to request advance approval or to provide justification for absence in circumstances for which an unscheduled leave policy is announced. Normal requirements for an employee to notify

his or her DOL Agency within prescribed time limits are suspended.

3. DOL offices closed by administrative order. Workdays on which DOL offices are closed are non-workdays for leave purposes. Employees scheduled to work on those days will be excused without charge to leave or loss of pay. Employees on previously authorized leave will not be charged leave for those days.
- C. Employee efforts to get to work. In reviewing an employee's request for excused absence instead of charge to leave on the basis that the employee made every reasonable effort to get to work on time or at all, the supervisor will consider the following:
1. Distance between the employee's residence and place of work
 2. Modes of transportation available
 3. Efforts made by the employee to get to work
 4. Success of other employees traveling under similar circumstances
 5. Law enforcement announcements
- D. Each agency office will contain a section in their local contingency plan that provides notification to employees of actions to be implemented during inclement weather conditions.
- E. To enhance educating employees on the processes leading to dismissal for inclement weather, the Department will provide the following:
1. Periodic Spotlights informing employees of the processes for inclement weather dismissal.
 2. Discussion at LMR Meetings on the subject.
 3. Annual all employee E-mail outlining these processes.
 4. Dismissal procedures will be posted on LaborNet/RegionNet.

Section 4 - Vehicle Breakdown While on Official Business

When a vehicle used on official Government business breaks down or is otherwise inoperative, administrative leave will be granted in connection with emergency repairs to the vehicle if the breakdown occurs while the employee is in official travel status. In such situations,

