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**DEPARTMENT OF
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DIPATTAMENTON ATMENESTRASION

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Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

October 5, 2022

Department of Administration Organizational Circular No.: 2023-001

Memorandum

To: All Line Department and Agency Heads
From: Director, Department of Administration
Subject: Personnel Alert and Guidance on Leave of Absence from Employment
RE: Administrative Leave for Early Voting – General

Hafa Adai! Early voting for the general election will be held from October 11, 2022 to November 3, 2022 (Tuesday through Friday) from 9:00 a.m. to 6:00 p.m. at the Westin Resort Guam, which is the designated voting center. Closed on November 2, 2022. And on Saturdays from 10:00 a.m. to 3:00 p.m. at the following District satellite centers:

- *Saturday, October 15, 2022 at Okkodo High School;
- *Saturday, October 22, 2022 at Guam Community College (GCC) Multipurpose Auditorium; and
- *Saturday, October 29, 2022 at Merizo Martyrs Elementary School

Title 3 Guam Code Annotated (GCA) Chapter 9 Conduct of Election, §9125, specifically states the following provision:

“§9125. Leave of Absence From Employment to Vote.

- (a) Every voter shall be entitled, on the day of every election at which he or she is entitled to vote, to absent himself or herself from any service or employment in which he or she is then engaged or employed for two (2) consecutive hours between the time of opening and the time of closing of the polls. The voter shall not be liable to any penalty, nor shall any deduction be made on account of such absence, from his or her usual salary or wages, nor shall the voter be suspended or discharged from his or her service or employment. Any violation of this provision shall be reported to the Guam Department of Labor for enforcement, and may subject an employer to pay a fine.
- (b) A voter who unilaterally absents himself or herself from employment for the purpose of voting shall provide to his or her employer evidence from GEC that he or she had voted during the hours of his or her absence.”

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Employers are encouraged to work with employees to manage and arrange for scheduled leave as necessary to accommodate an employee's desire to vote. As well as, employees are also responsible to give notification and provide the necessary, required evidence from the Guam Election Commission that he or she voted during the absence from employment.

As a reminder, when the employee submits their notification in writing, ensure the appropriate leave form is completed and signed, and that the attached evidence from Guam Election Commission (GEC) that he or she had voted during the hours of his or her absence.

If you have any questions contact your respective department's Personnel Officer and/or the Employee-Management Relations Branch of the DOA Human Resources Division, at 475-1185/1249. *Si Yu'os Ma'ase.*

 Edward M Birm
Date:2022-10-07
T14:53:09+10:00

EDWARD M. BIRM

Attachment



I VOTED TODAY!

The bearer of this note voted in the

20 _____ Election
(Year) (Primary or General)

in _____ at _____ am/pm.
(District or Precinct) (Time)

Precinct Official
(Print name and initial)

(Date)