



EDWARD M. BIRN
Director (Direktot)
ELIZABETH T. FISHER
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

DIRECTOR'S OFFICE
(Ufisinan Direktot)
Telephone (Telifon): (671) 475-1101/1250 • Fax (Faks): (671) 477-6788



LOURDES A. LEON GUERRERO
Governor (Maga'håga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'låhi)

10/7/24

October 7, 2024

Department of Administration Organizational Circular No.: 2025-001

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

Hafa Adai! Early voting for the general election will be held from October 14, 2024 to October 28, 2024 (Monday through Monday) from 10:00 a.m. to 6:00 p.m. at the Westin Resort Guam, which is the designated voting center.

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.

Department of Administration Organizational Circular No.: 2025-001
Personnel Alert and Guidance on Leave of Absence from Employment
RE: Administrative Leave for Early Voting
Page 2

Employers are encouraged to work with employees to manage and arrange for scheduled leave, as necessary to accommodate an employee's desire to vote. Employees are also responsible for notifying and providing the necessary evidence from the Guam Election Commission that they voted during their 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 evidence from Guam Election Commission that he or she had voted is attached.

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 (671)475-1185/1120/1249. *Si Yu'os Ma'ase.*



EDWARD M. BIRN

Attachment



I VOTED TODAY!

The bearer of this note voted in the

20

(Year)

(Primary or General)

Election

in

(District or Precinct)

at

(Time)

am/pm.

Precinct Official

(Print name and initial)

(Date)