



**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION  
DIRECTOR'S OFFICE  
(Ufisinan Direktot)  
Telephone (Telifon): (671) 475-1101/1250



July 18, 2024

**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-045**

To: All Line Department and Agency Heads  
From: Director 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 primary election will be held from Monday, July 15, 2024, to July 29, 2024 (Monday to 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.”

Employers are encouraged to work with employees to manage and arrange scheduled leave 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 the Guam Election Commission that he or she voted is attached.

If you have any questions, contact your department's Personnel Officer and/or the Employee-Management Relations Branch of the DOA Human Resources Division at 475-1185/1120/1249.

***Si Yu'os Ma'ase.***

A handwritten signature in black ink, appearing to read 'Elizabeth T. Fisher', written over a circular stamp or seal.

ELIZABETH T. FISHER  
Acting

Attachment