

Human Resources **Announcement**

For Employees, Managers, and Department Heads

Voting on Election Day November 6, 2018

All Indiana University employees are encouraged to exercise their right to vote on Tuesday, November 6th, 2018.

In support of this, Staff employees may be provided time off with pay up to a maximum of two (2) hours should their work schedules prevent them from voting during voting precinct hours of 6 a.m. and 6 p.m. on Election Day.

Example: A work schedule of 8 a.m. to 5 p.m. allows two hours to vote in the morning (6 a.m. to 8 a.m.). Thus, a Staff employee would not receive any time off with pay to vote. A work schedule of 7:30 a.m. to 4:30 p.m. allows 1.5 hours to vote either before or after work. An employee who works this type of schedule receives, *if needed*, one-half hour of time off with pay to vote. Please refer to the Voting and Court Duty policy at policies.iu.edu/policies/hr-05-130-voting-court-duty.

This time off does not have to be made up or charged to vacation time or any other previously earned time off for Staff employees.

*IU Human Resources
October 5, 2018*