

# Human Resources **Announcement**

For Employees, Managers, and Department Heads

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## Voting on Election Day November 5, 2019

All Indiana University employees are encouraged to exercise their right to vote on Tuesday, November 5th, 2019.

Voting polls in each precinct open at 6 a.m. and close at 6 p.m. on Election Day. Staff employees whose work schedules prevent them from voting between 6 a.m. and 6 p.m. may be allowed time off with pay to vote, up to a maximum of two hours.

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 policy at: [IU Voting Policy](#).

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.

*Please post hard copy in work areas where employees have limited computer access.*

*IU Human Resources  
October 28, 2019*