



# Human Resources **Announcement**

For Employees, Managers, and Department Heads

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## Voting on Election Day— Updated Announcement

All Indiana University employees are encouraged to exercise their right to vote on Election Day, Tuesday, November 3, 2020.

This year in response to COVID-19, staff employees scheduled to work during poll hours on Election Day may be provided up to two hours of time off for voting.

- Time off for Election Day voting is *applicable regardless of scheduled work hours or shift*.
- If more than two hours are needed on Election Day, supervisors are encouraged to allow employees to use flex time or time-off accruals.
- *This time off does not apply to early voting*. Employees participating in early voting are to use flex time or time-off accruals.

Please refer to the **Voting and Court Duty Policy** (HR-05-130).

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 26, 2020*

*Please post a copy of this notice in work areas for employees with limited computer access.*

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This and previous announcements are available at [hr.iu.edu/news/announcements.htm](https://hr.iu.edu/news/announcements.htm).

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