Voting on Presidential Election Day
November 3, 2020

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

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.

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

Examples:

• 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.

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.

The time off for voting referenced above only applies to time used on Election Day—Tuesday, November 3, 2020. Supervisors are encouraged to allow employees to use their own time off accruals if they wish to participate in early voting or need more time off to vote on Election Day.

IU Human Resources
September 24, 2020

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