



Human Resources **Announcement**

For Employees, Supervisors, and Unit Heads

Voting on Election Day

November 5, 2024

All Indiana University employees are encouraged to exercise their right to vote on Election Day, Tuesday, Nov. 5, 2024.

- Staff employees whose work schedules prevent them from voting between 6 a.m. and 6 p.m. may be allowed up to two hours off with pay to vote.
- 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.
- 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.

For full details, please refer to the **Time Off for Voting, Jury Duty, and Witness Testimony Policy** (HR-05-130).

October 4, 2024