

# Election Day: Your Vote is Important!

## NYC Poll Hours: Tuesday, November 5, 6 a.m. to 9 p.m.



(check your poll hours if you live outside of NYC)

### **Paid Time Off Policy for Voting:**

Team members are eligible to receive up to two hours of paid time off to vote if you do not have sufficient time to vote outside of working hours.

You are considered to have "sufficient time to vote" if:

- Four consecutive hours are available from poll opening until your shift starts
- OR Four consecutive hours are available from shift end until polls close.

### **Example:**

- If you live in New York City and your work hours are from 9 a.m. to 5 p.m., you are not eligible for paid time off, as you have four consecutive hours to vote after your shift.
- If your work hours are 9 a.m. to 6 p.m., you qualify for paid time off as only three hours are available at the beginning and end of your shift.

### **Don't forget to:**

- Use code **ELE** on your timecard to indicate voting time.
- Coordinate with your manager to ensure coverage.



**Thank you for  
making a difference!** 

