

VNS Health employees who are registered voters intending to vote in-person on Election Day (Tuesday, November 8, 2022) and who have less than four (4) consecutive non-working hours between the polls opening and their work day start time, or their work day end time and the polls closing in their state of residence will be eligible for up to two (2) hours of paid leave to vote. Please review the information below in connection with requesting time off to vote on Election Day.

- If you require time off to vote you should communicate a request to your supervisor at least two (2) working days before Election Day (*i.e., by Friday, November 4, 2022*). Your supervisor will adjust your schedule by up to two (2) hours so that you are left with four (4) consecutive non-working hours in which to vote based on poll hours. Visit [VNS Health Votes](#) for more information about poll hours for your state if it does not appear below:
 - New York State: 6:00 AM - 9:00 PM
 - New Jersey: 6:00 AM - 8:00 PM
 - Connecticut: 6:00 AM - 8:00 PM
 - Pennsylvania: 7:00 AM - 8:00 PM
- VNS Health is extending eligibility for voting leave to employees voting in other states in accordance with the above, based on the poll opening/closing times in that state.
- Your supervisor may require you to take the time off at either the beginning or end of your shift.
- Example schedule modification:
 - An employee who works 8:30 am - 4:30 pm and lives in New Jersey has 3 ½ hours between the end of her shift (4:30 pm) and the closing of the New Jersey polls (8:00 pm). This employee is eligible for an additional 30 minutes of time off without loss of pay so that she has a total of four (4) consecutive, non-working hours in which to vote. Her supervisor should allow her to end her shift at 4:00 pm and ensure that she is paid for 30 minutes off.
- If you are an exempt employee, you do not need to enter the first two (2) hours of time spent voting in Workday. If you are a non-exempt employee, please utilize the "Meetings" pay code, for up to two (2)

hours. HHAs should be paid for up to two (2) hours using Code 11 for paid but non-billable time.

- Regardless of whether you are exempt or nonexempt, if you require more than two (2) hours of time off during the workday to vote, you may use your accrued PTO. If you have exhausted your PTO, you may take this additional time off without pay.

For more information on VNS Health's policies regarding voting, please see the labor law notices posted across VNS Health's offices and VNS Health's HR policy, "Voting in Federal, State and Local Elections," available on HRConnect.

If you have any questions, please submit via Ask HR on HRConnect.

