

Voting Leave Policy

Policy Number: HR-LOA-009 **Effective Date:** January 1, 2019 **Last Updated:** October 1, 2022 **Owner:** People Operations **Applies To:** All US employees

Purpose

NovaTech Solutions supports civic engagement and ensures all employees have the opportunity to vote in elections. This policy provides time off for voting when polls are not open outside of working hours.

Voting Time Off Entitlement

Federal, State, and Local Elections

- Up to **2 hours** of paid time off for voting
- Applies when polls are not open at least 2 hours before or after your scheduled work hours
- Additional time may be granted where state law requires

Primaries and Special Elections

Same entitlement as general elections.

State Law Compliance

Many states have voting leave laws. NovaTech complies with all state laws, which may provide greater benefits. Examples:

State	Paid Time	Notice Required
California	Up to 2 hours	2 days
Texas	Unpaid (NovaTech pays)	None
New York	Up to 2 hours at start/end of shift	2-10 days
Arizona	Up to 3 hours	1 day

Contact HR if you're unsure about your state's requirements.

Remote Workers

As a remote-first company, most employees can adjust their schedules to vote. If you need time off: - Discuss with your manager - Make up time if possible, or use voting leave - No formal approval process needed for schedule adjustment

How to Use Voting Leave

Scheduling

1. Inform your manager when you plan to vote
2. Managers may specify whether to take time at the beginning or end of your shift
3. If your schedule is flexible (most roles), coordinate to minimize work impact

No Advance Request Required

- No formal Workday request needed for voting leave
- Log time in Workday after the fact if needed for record-keeping
- Category: Time Off > Voting Leave

Documentation

- No documentation (proof of voting) is required
- We trust employees to use voting leave appropriately

Election Worker Leave

Employees serving as election workers (poll workers, election judges, etc.) receive: - Up to **2 days** of paid leave per year - Notify your manager at least **2 weeks** in advance - Log in Workday under Time Off > Civic Duty

Encouraging Civic Participation

NovaTech encourages all employees to: - Register to vote - Research candidates and issues - Vote in all elections - Consider serving as election workers

We do not endorse any candidates or political parties, and employees should make their own choices.

Manager Responsibilities

- Approve reasonable requests for voting time
- Do not schedule mandatory meetings during common voting hours on Election Day
- Be flexible with scheduling around Election Day
- Do not inquire about employees' voting choices

Political Activity

While NovaTech supports voting, separate guidelines apply to political activities: - See Political Activities Policy (HR-EMP-025) for guidance - Do not use company resources for political activities - Political discussions should be respectful and work-appropriate

International Employees

UK and India employees: Follow your country's voting provisions. Contact your regional HR team for guidance on time off for elections.

Contact

For questions about voting leave, contact People Operations at hr@novatech.com or via #ask-hr on Slack.

Related Documents: Jury Duty Leave Policy (HR-LOA-006), Political Activities Policy (HR-EMP-025)