

## Georgia Voting Leave Policy – updated 6/26/2023

### **Voting Leave**

Employees are encouraged to participate in the political process by voting in public elections. In general, an employee who wishes to vote is expected to do so before or after their scheduled shift. However, the Company understands that there may be times when your work schedule might not leave you enough time outside of your shift to vote. If, on the day of any municipal, county, state or federal political party primary or election in which you are qualified and registered to vote, the polls open less than two hours before the start of your shift and close less than two hours after the end of your shift, you will be permitted to take, as necessary, up to two unpaid hours off work to vote. An employee may instead choose to take up to two hours of unpaid hours off to vote on one of the days that are designated for early in-person voting.

To be granted time off to vote, you must provide reasonable advance notice to your supervisor. In order to provide you with sufficient time to vote while minimizing business disruption, your supervisor will specify the particular hours you may take off work to vote.

No employee will be penalized or retaliated against for requesting time off to vote.