

## MEMORANDUM

To: Pastors/Administrators, Business Managers/Finance & Operations Managers, and Principals

FROM: Human Resources

RE: Time off to Vote

Date: October 23, 2020

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As we approach the upcoming Election season, we wanted to provide you with the information you may need regarding Massachusetts laws for employees to vote. While we do not have any restrictions on our type of employment. Given the current COVID guidelines employees may require more time to safely get to the polls. Please keep this information in mind as we approach election day.

Thank you,

Human Resources