



November 4, 2022

Hello Discount Tire family,

We encourage all employees to exercise their right to vote. On Election Day, November 8, 2022, employees may request time off to vote.

**What you need to know**

- Managers should allow ample time off as needed (subject to local provisions), for employees to cast their ballot.
- Employees should request the time off they need to vote in advance.
- Time off to vote is unpaid unless otherwise required in your state or community.

While there is no federal law that entitles employees time off to vote, many cities, counties, and states offer voting leave to employees in certain circumstances. Check your local requirements.

If you have questions about time off to vote in your state, please email [HR\\_General@discounttire.com](mailto:HR_General@discounttire.com).

Thank you!