

EssilorLuxottica

Time Off to Vote in the District of Columbia

Your voice is important! Luxottica supports and encourages your right to vote and wants to remind you of our 'time off to vote' policy. Prior to Election Day, **November 8, 2022**, we encourage employees to:

- Discuss with their managers any changes they might need to their schedules to allow them to vote (prior to schedule posting if possible).
- Look into options to use absentee ballots, mail-in voting, or early in-person voting.

Time off to Vote Policy: If you are unable to find sufficient time to vote outside of working hours, Luxottica's Time off to Vote Policy in the Employee Guide provides **up to two hours of unpaid time off:**

Employees generally should attempt to coordinate voting time either before or after their regular work schedule. If an employee is unable to vote in an election during his/her non-working hours through reasonable diligence, the Company may grant up to two hours of unpaid time off to vote or additional time if required by law. Employees must request time off to vote from their manager at least two working days prior to the day of the election. Employees must demonstrate why they cannot vote during nonworking hours. If time off is granted, the Company shall determine in its sole discretion the hour(s) designated as time off to vote. The Company will comply with all applicable voting leave laws.

Paid Time Off to Vote: If you cannot coordinate voting outside working hours, Washington D.C. may provide up to two (2) hours of paid time to vote at the beginning or end of your shift. In such cases, use the **Voting Leave** pay code that has been added in Kronos.

Washington D.C. Store Managers Action Requested:

- Encourage employees to vote
- **Print and post the enclosed Time Off to Vote Notice** in a place where employees can easily read it such as in a break room or near the entrance or exit of their place of work.
- Collaborate with your HRBPs to review any requests for Time off to Vote from employees
- If we must provide paid time off to vote, input up to 2 hours using the **Voting Leave** pay code in Kronos. For Essilor locations – Voting Leave pay code - **"Jury Duty-Vote."**

If you have any questions, please contact your HR Business Partner for assistance.