

EXHIBIT BOOK

POLICIES FOR BOARD APPROVAL

Corporate Governance Committee Meeting
10/26/26

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Corporate Governance Committee Meeting
10/26/2026

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I. PURPOSE

The purpose of this Policy Directive is to inform Metropolitan Transportation Authority (“MTA”) employees who are registered voters in the State of New York that they may be entitled to take paid time off from work to vote in accordance with New York State Election Law § 3-110.

II. SCOPE

This Policy Directive applies to all employees, both represented and non-represented, of the Metropolitan Transportation Authority, including its current and any future subsidiary or affiliated entities of the MTA (collectively known as “MTA Agencies” or “MTA”). This Policy applies to employees who are registered voters in the State of New York and do not have sufficient time during working hours to vote.

For represented employees, in the event of a conflict between this Policy Directive and an applicable collective bargaining agreement (“CBA”), the CBA shall govern.

This Policy Directive supersedes and replaces all previous memoranda and policies on this subject.

III. DEFINITIONS

Election Leave: Up to two (2) hours paid leave from work to vote in accordance with this Policy Directive.

Sufficient Time: If an employee who is a registered voter in the State of New York has four (4) consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls, the employee shall be deemed to have Sufficient Time outside their working hours within which to vote.

Working day: Any day that the MTA Agency is operating and/or open to conduct business.

IV. POLICY

- A. MTA employees who are registered to vote in the State of New York and who do not have Sufficient Time outside of their scheduled working hours to vote on any day on which they may vote, at any election as provided in Section C. below, are permitted up to two (2) hours of Election Leave with pay, without charge to any accrued leave balances. Employees who are eligible for Election Leave are also eligible to take additional time off if the two (2) paid hours do not allow Sufficient Time to vote outside their working hours. Additional time off beyond the two (2) paid hours must be charged to appropriate leave balances. Employees are required to adhere to their applicable MTA attendance and leave procedures.

Examples:

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1. **Eligible Employee:** An employee who is scheduled to work from 9 am to 6 pm on any day on which they may vote, at any election as provided in Section IV. C. below, where the polls are open from 6 am to 9 pm, **is eligible** for paid time off to vote, because the employee only has three (3) consecutive hours off from when the polls are open at the beginning of their shift and the end of their shift before the polls close.
 2. **Ineligible Employee:** An employee who is scheduled to work from 9 am to 5 pm on any day on which they may vote, at any election as provided in Section IV. C. below, where the polls are open from 6 am to 9 pm, **is not eligible** for paid time off to vote, because the polls are open for four (4) consecutive hours after the employee's shift ends at 5 pm.
- B. Time off to vote is to be taken at the beginning or end of the work shift. The manager/supervisor may designate whether the Election Leave time must be taken at the beginning or end of the work shift. The manager/supervisor and the employee may also mutually agree on another time during the day for the employee to take their Election Leave.
- C. MTA employees who are registered to vote in the State of New York may take time off under this Policy Directive to vote in general elections, primary elections, special elections, municipal, town, and village elections in the State of New York. This Policy Directive does not allow time off to vote in school or library elections. There is no cap on the number of qualifying elections per year an employee may request time off to vote.
- D. If an employee requires time off to vote, they must provide adequate notice and submit a request for Election Leave in writing to their manager/supervisor no more than ten (10) working days but not less than two (2) working days before the day of the election for which they require time off to vote in accordance with this Policy Directive.

V. RESPONSIBILITIES

A. Employees

Employees are responsible for providing adequate notice in writing to their manager/supervisor when requesting time off to vote as provided in Section IV, D. Employees must ensure that the appropriate timekeeping code for Election Leave is recorded via their timekeeping system. Employees who do not give the required notice will not be eligible for Election Leave under this Policy Directive.

B. Managers/Supervisors

Managers/Supervisors must ensure that employees who request Election Leave in accordance with this Policy Directive are permitted paid leave. They must ensure that the appropriate timekeeping code for Election Leave is recorded and subsequently reviewed and approved via their Agency's timekeeping

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system.

C. Department/Division Head or Designee

Recordkeeping: Department/Division Head or designee shall maintain a copy of the employee's time report for the pay period during which Election Leave is used, along with the Election Leave approval as documentation. Documentation should be maintained by the department, auditable for that employee, and in accordance with regular records retention practices.

D. People Department

1. **Policy Administration:** The Deputy Chief People Officer, Policy and Special Projects or designee will distribute an Election Leave notice for general elections, primary elections, and special elections to the MTA Agencies.
2. **MTA Agency People/Human Resources Leads or their designees:** MTA Agency People/Human Resources Leads or their designees must prepare and ensure posting of an Election Leave notice throughout its agency's facilities (See Appendix A: Election Leave Notice (Sample)). The notice must be posted conspicuously at each MTA work location (in a place where it can be seen as employees enter and leave their place of work). The notice must be posted at least ten (10) working days before every qualifying election and must remain posted until the close of polls on that qualifying election day.

VI. WAIVER

All waivers to this Policy Directive require the submittal of a written justification for review and consideration to the MTA Chief People Officer or designee with notification to the MTA Chief Ethics, Risk & Compliance Officer.

VII. POLICY LIFECYCLE

This Policy Directive will be reviewed every four (4) years and revised as necessary. As with all MTA policies, this Policy Directive does not constitute a contract, express or implied, and the MTA reserves the right to modify or rescind this Policy Directive at its sole discretion at any time.

VIII. FORMS AND REFERENCES

Appendix A: Election Leave Notice (Sample)