

## **Time to Vote on Election Day Policy**

### **Purpose/Objective**

CUNY will provide up to 3 hours of paid leave for the purpose of voting in most local or federal elections, to employees who are registered to vote. This leave can be taken at the beginning or the end of the work day.

### **Eligibility**

Employees who need time off to vote must notify their supervisor at least two working days prior to the Election Day. This applies to primary and general elections, as well as any special elections called by the Governor. It does NOT include school district elections, library district elections, fire district elections or special town elections. Also, the time off to vote provisions only apply to primary or election days NOT to early voting periods.

### **Procedures**

Employees requesting leave under this policy should comply with the following requirements:

1. Notify your supervisor at least two working days prior to the relevant Election Day.
2. Coordinate the time off with your supervisor (i.e., arrive up to three hours late or leave work three hours early) prior to the Election Day to ensure as little disruption as possible in the flow of work.
3. Time off for voting should be reported and coded appropriately on timekeeping records.
4. Part Time employees with a regular and recurring schedule, *who are regularly scheduled to work on the day of the election*, are also eligible under this policy.

For more information, please contact the CUNY Office of Human Resources Management at (646) 664-3254.



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Human Resources Management  
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Attention CUNY Colleagues:

**Time to Vote on Election Day  
N.Y. Election Law Section 3-110i**

- As a registered voter, you may take off up to 3 hours, without loss of pay, to allow you time to vote
- You may take the time off at the beginning or end of your working shift, as your employer may designate, unless otherwise mutually agreed.
- You must notify your supervisor at least 2 working days before the day of the election that you will need time off to vote.

For more information, please contact your campus Human Resources department.

*Please note: this applies to primary and general elections, as well as any special elections called by the Governor. It does NOT include school district elections, library district elections, fire district elections or special town elections. Also, the time off to vote provisions only apply to primary or election days NOT to early voting periods.*

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Employers: Not less than ten working days before any Election Day, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this law. Such notice shall be kept posted until the close of the polls on Election Day.

Effective September 30, 2019