MEMORANDUM

TO: Human Resources Directors
FROM: Interim Vice Chancellor Margaret Egan
DATE: November 2, 2018
SUBJECT: Time Allowed Employees to Vote

In light of the upcoming election on Tuesday, November 6, I write to remind you of the law and CUNY's practices regarding time allowed to employees to vote. CUNY strongly encourages all eligible employees to register to vote, and all employees who are registered voters to vote in every election.

New York State Election Law Section 3-110 sets forth the conditions under which employees who are registered voters may take time off from their jobs to vote. The law provides, in summary:

1. If an employee who is a registered voter does not have sufficient time outside of the employee's working hours to vote, the employee may take up to two hours without charge to leave balances to vote.
2. If the employee has four consecutive hours either before work or after work during the time the polls are open, the employee shall be deemed to have sufficient time to vote. If the employee has less than four consecutive hours, the employee may take as much time as is necessary to vote, but only two hours of that time shall be excused time with pay.
3. Time off for voting, either paid or unpaid, shall only be allowed at the beginning or end of the work shift, as the employer may designate, unless mutually agreed upon.
4. An employee requiring time off to vote shall notify the College HR Director in writing not more than ten nor less than two working days before the date of the election.

The University designates that time off for voting shall be allowed at either the beginning or end of the work shift, unless otherwise mutually agreed upon with the employee by the campus HR Director.

Please see this link for the text of the law: https://www.nysenate.gov/legislation/laws/ELN/3-110.

If you have questions, please contact your campus HR Director.