



**Attention All Employees**  
**Time Off to Vote on Election Day**  
**N.Y. Election Law Section 3-110\***

- Employees are eligible for voting leave only if they do not have 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; and
- Employees who do not have such a four (4) hour window are eligible to take off only as much working time as will, when added to their voting time outside working hours, enable the employee to vote, up to two (2) hours of which time must be without loss of pay.
- You must notify your employer not less than 2 days before the day of the election that you will take time off to vote.
- Timesheets are to be coded **77** for the hours used to vote.

*\*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.*

*Approved by Corporate Human Resources*

*Rev: June 2020*

