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MEMORANDUM

TO: All John Jay College Employees
FROM: Oswald Fraser, AVP for Administration
DATE: October 28, 2020
SUBJECT: Time Allowed Employees to Vote



In light of the upcoming election on Tuesday, November 3, we are writing 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.

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 (2) 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.

If you have questions, please contact Terencia Martin at X8560 or temartin@jjay.cuny.edu.

Attachment – Time to Vote Policy Poster