



TIME OFF TO VOTE – UPDATED APRIL 2020

Legislation enacted in April 2020 (Chapter 55, Laws of 2020) amended the Election Law to allow employees to take up to two hours of paid leave to vote in any election (excluding school or library elections) in New York State when the employee does not have sufficient time to vote before or after their work shift.

Sufficient time to vote outside of an employee's work shift is defined as four consecutive hours either between the opening of the polls and the beginning of an employee's shift or between the end of an employee's shift and the closing of the polls.

This revision allows employees who are registered voters, and who do not have sufficient time to vote outside of their working hours, to take off an amount of time, which when added to the voting time available outside working hours, will enable them to vote in an election. If employee's require time off to vote, they must notify the agency not more than ten nor fewer than two working days before the day of election.

- A registered voter may, without loss of pay for up to **two hours**, take off so much working time as will enable him or her to vote at any election.
- The employee shall be allowed time off for voting only at the beginning or end of his or her working shift, as the employer may designate, unless otherwise mutually agreed.
- If the employee requires working time off to vote the employee shall notify his or her employer not less than two working days before the day of the election that he or she requires time off to vote in accordance with the provisions of this section.
- Polling hours are posted as 6:00am to 9:00pm for the upcoming general election.

Examples:

- If your schedule is 8:30am – 5:00pm, you have four hours after your working hours and are not eligible for additional paid leave to vote.
- If your schedule is 2:00pm – 10:00pm, you have four hours before your working hours and are not eligible for additional paid leave to vote.
- If your schedule is **9:30am – 5:30pm**, you have less than four hours before and after your working hours and are eligible for additional paid leave to vote. You would be eligible for up to a half hour at either the beginning or end of your shift as that would provide 4 consecutive hours outside of your shift.

[Time off to Vote – Attendance and Leave Manual](#)