



The Research
Foundation for

The State University of New York

RF-Employees: University at Albany CAMPUS ADVISORY

To All UAlbany Research Foundation Employees,

With the upcoming election, the Research Foundation at UAlbany would like to again remind employees of the voting leave law.

Employees are eligible for paid time off to vote only if they don't have sufficient time to vote before or after their shift. An employee has sufficient time to vote when polls are open 4 (or more) hours before or after work. Polling hours are posted as 6:00am to 9:00pm for the upcoming general election on Tuesday, November 3. Employees may take a reasonable amount of time at the beginning or end of their shift to allow them to vote, but not more than two hours without loss of pay. An employee who needs time off to vote should notify their supervisor no more than 10 or no less than two working days before election day that the time off is required.

Please also review the attached memo as a reminder it is a violation of state and federal election laws to provide benefits to campus community members for voting.

Sincerely,

Tracey A. Williams
Director, RF Human Resources