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## Attention All Employees

### Time Allowed Employees to Vote on Election Day

N.Y. Election Law Section 3-110 states that:

- If you do not have 4 consecutive hours to vote, either from the opening of the polls to the beginning of your working shift, or between the end of your working shift and the closing of the polls, you may take off up to 2 hours, without loss of pay, to allow you time to vote if you are a registered voter.
- You may take time off at the beginning or end of your working shift, as your employer may designate, unless otherwise mutually agreed.
- You must notify your employer not less than two (2) working days, but not more than ten (10) working days, before the day of the election that you will take time off to vote.

An **Election Day Leave Request Form** can be found on the Forms page of our Employee Website, [www.nassauboces.org/forms](http://www.nassauboces.org/forms).

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