



Policy # HR.314
Time off to Vote in a Public Election
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
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Scope: All Employees
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TIME OFF TO VOTE IN A PUBLIC ELECTION

Molloy encourages you to fulfill your civic responsibilities by voting in elections. In compliance with NYS Election Law section 3-110, registered voters may take up to three hours of time off, regardless of their schedule, without loss of pay to enable them to vote at any election. Requests for time off to vote should be submitted at least two working days prior to the election. The supervisor may require that any requested time be taken at the beginning or the end of the shift unless otherwise mutually agreed.