New York University
UNIVERSITY POLICIES

Title: Voting Policy – New York & California
Effective Date: January 18, 2019
Supersedes: October 17, 2016
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses time off to vote in elections.

To Whom the Policy Applies

This Policy applies to all employees of New York University in New York and California (collectively, “NYU” or the “University”).

Policy and Procedures

In accordance with New York State Election Law § 3-110 and California Election Code § 14000, as applicable, if a registered voter does not have “sufficient time outside of his or her working hours,” within which to vote at any election, he or she may, without loss of pay for up to two hours, take off so much working time as will, when added to his or her voting time outside his or her working hours, enable him or her to vote.

Specifically, if an employee has four consecutive hours either between the opening of the polls and the beginning of his or her working shift, or between the end of his or her working shift and the closing of the polls, he or she shall be deemed to have sufficient time outside his or her working hours within which to vote. (For example, an employee would have sufficient time to vote during non-working hours if his or her workday ends at 5 p.m. and polls are open until 9 p.m.)

But if an employee has less than four consecutive hours he or she may take off so much working time as will when added to his or her voting time outside his or her working hours enable him or her to vote, but not more than two hours of which shall be without loss of pay, provided that the employee shall be allowed time off for voting only at the beginning or end of his or her working shift, as the University may designate, unless otherwise mutually agreed.

Notice. If the employee requires working time off to vote, he or she shall notify his or her supervisor not more than ten nor less than two working days before the day of the election that he or she requires time off to vote in accordance with this Policy.

Additional Information. Regarding NYU in New York, for employees covered by a collective bargaining agreement (CBA) or other contract, please refer to the applicable CBA/other contract for any additional information on voting.