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, a registered voter may, without loss of pay for up to three 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 University may designate, unless otherwise mutually agreed.

Notice. If the employee requires working time off to vote, the employee shall notify his or her supervisor not 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.