

Niagara County Time Off to Vote Policy and Procedure

June 5, 2020

Pursuant to NYS Election Law Section 3-110 a registered voter 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 in the following elections:

- Elections for office for federal, state, county, city, town or village offices
- Primary elections for the above
- Elections on ballot question that are submitted to voters either state-wide, county-wide, city-wide, town-wide or village-wide

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.

If an employee requires working time off to vote, the employee shall notify his or her Department Head or designee not less than two working days before the day of the election that he or she requires time off to vote in accordance with the provisions of this section.

Niagara County shall post this policy and the required notice: **ATTENTION ALL EMPLOYEES, TIME ALLOWED EMPLOYEES TO VOTE ON ELECTION DAY, N.Y. ELECTION LAW SEC. 3-110, revised 4.14.2020.**

Procedure

Employees requesting time off in accordance with Election Law Section 3-110 must provide written notice (see attached form) to their Department Head at least two working days before the day of election. (Example, for Tuesday election day, notice must be given by the preceding Friday).

Time off for voting without loss of pay shall be provided once approved by the Department Head or his/her designee with the properly submitted request form by the employee without loss of pay. Hours Code VOTE FT (full time) or VOTE PT (part time) should be designated on the timecard for accurate time keeping and tracking purposes. Contact the Human Resources Department if you have questions at ext. 438-4070 or 438-4072.