



**MOLLOY  
UNIVERSITY**

Policy # HR.314  
Time off to Vote in a Public Election  
Responsible VP: VP for Finance,  
Treasurer  
Responsible Office: Human  
Resources  
Approved By: Cabinet  
Approved: 07/01/2022  
Effective Date: 07/21/2022  
Scope: All Employees  
Last Revised: 04/03/2020  
Last Reviewed: 10/31/2024

## **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, if a registered voter does not have sufficient time outside of their scheduled working hours to vote, the employee may be eligible for up to two hours of paid time off to enable them to vote. An employee is deemed to have “sufficient time to vote” if the employee has four consecutive hours either between the opening of the polls and the beginning of their working shift, **or** between the end of their working shift and the closing of the polls.

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, as your employer may designate, unless otherwise mutually agreed.

Further information on NYS Election Law section 3-110 is available on <https://elections.ny.gov/time-vote>.