

## ATTENTION ALL EMPLOYEES

Time allowed employees to vote on Election Day as per New York State Election Law §3-110

- IF YOU DO NOT HAVE 4 CONSECUTIVE HOURS TO VOTE, EITHER FROM THE OPENING OF THE POLLS TO THE BEGINNING OF YOUR WORKING SHIFT, OR BETWEEN THE END OF YOUR WORKING SHIFT AND THE CLOSING OF THE POLLS, YOU MAY TAKE OFF UP TO 2 HOURS, WITHOUT LOSS OF PAY, TO ALLOW YOU TIME TO VOTE IF YOU ARE A REGISTERED VOTER.
  
- YOU MAY TAKE TIME OFF AT THE BEGINNING OR END OF YOUR WORKING SHIFT, AS DESIGNATED BY THE DISTRICT, UNLESS OTHERWISE MUTUALLY AGREED.
  
- YOU MUST NOTIFY THE DISTRICT'S HUMAN RESOURCES OFFICE NOT LESS THAN 2 DAYS, BUT NOT MORE THAN 10 DAYS, BEFORE THE DAY OF THE ELECTION FOR WHICH YOU WILL SEEK TO TAKE TIME OFF TO VOTE.