



# Paid Time Off to Vote

**State Law Allows Registered Voters to Take Paid Time Off to Vote**

Under New York state law, any registered voter may take up to three hours of paid time off to vote in any federal, state, or local election. This includes general elections, special elections, and primary elections.

Time off to vote may only take place at the beginning or end of a regularly scheduled shift.

To take time off to vote on Election Day, notice must be provided to your supervisor at least two workdays before the election. Your agency may choose to designate whether the time off is at the beginning or end of a shift. Time off is not available for early voting.

Employees must also complete a voter leave request form available from Human Resources.

