

## PERSONNEL SERVICES BULLETINS (PSBs)

**440-3**

**Subject:** Time Allowance for Voting

**Supersedes:** Personnel Policy and Procedure No. 658-85

**Source:** New York State Election Law, Section 3-110

**Date:** March 21, 1997

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### **I. Policy**

Section 3-110 of the New York State Election Law outlines the guidelines that apply to those registered voters who take time off from work to vote. If an employee does not have sufficient time outside of working hours to vote in any election, he or she may have up to two hours to vote without charge to leave balances. If an employee takes longer than two hours to vote, he or she must charge his or her annual leave or compensatory time balance. An employee is deemed to have sufficient time to vote if polls are open and the employee has four consecutive hours before or after work to vote.

At the discretion of the agency head, unless otherwise mutually agreed upon, time off for voting shall be allowed at the beginning or end of the work shift.

Pursuant to City policy, time off allowed to employees so that they may vote applies to general elections, special elections called by the Governor, primary elections, and town and village elections, but not to school elections.

### **II. Procedure**

Every agency shall post a notice setting forth the provisions of Section 3-110 of the New York State Election Law at least ten working days before every election.

If an employee requires time off to vote, he or she must notify the agency head, or the designated representative of the agency head, in writing no more than ten or less than two working days before the day of the election.

William J. Diamond  
Commissioner

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