Policy Statement

The University provides paid time away from work to all eligible employees who are registered voters to enable them to vote in elections as defined in this policy.

Reason for Policy

In compliance with New York State law, and in recognition of the importance of participation in the election process, the university provides employees up to three hours of paid time off in order to vote.

Entities Affected by this Policy

- Ithaca-based locations
- Cornell Tech campus
- Weill Cornell Medicine campuses, which will administer this policy under Weill Cornell procedures

Who Should Read This Policy

- All members of the Cornell University faculty, academic and nonacademic staff, including regular, temporary, casual staff members, and student employees.

Most Current Version of This Policy

- https://www.dfa.cornell.edu/policy/policies/voting-time
POLICY 6.9
Voting Time

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RELATED RESOURCES

University Policies and Information Applicable to Only Ithaca-Based Locations and Cornell Tech
University Policy 6.2.1, Leaves for Professors and Academic Staff

University Policies and Information Applicable to Only Weill Cornell Medicine Campuses
Weill Cornell Medicine Policy 131 Voting Time

External Documentation
New York State Election Law, Section 3-110

University Forms and Systems

<table>
<thead>
<tr>
<th>Ithaca-Based Locations</th>
<th>Weill Cornell Medicine Campuses</th>
</tr>
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<tbody>
<tr>
<td>Workday</td>
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</tbody>
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CONTACTS – ITHACA-BASED LOCATIONS AND CORNELL TECH

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

Contact, Ithaca-Based Locations and Cornell Tech

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Email/Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification and Interpretation</td>
<td>Workforce Policy and Labor Relations, Division of Human Resources</td>
<td>(607) 255-4652</td>
<td><a href="mailto:hrpolicy@cornell.edu">hrpolicy@cornell.edu</a></td>
</tr>
</tbody>
</table>
## CONTACTS – WEILL CORNELL MEDICINE CAMPUSES

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

<table>
<thead>
<tr>
<th>Contacts, Weill Cornell Medicine Campuses</th>
<th></th>
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</thead>
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<tr>
<td><strong>Subject</strong></td>
<td><strong>Contact</strong></td>
</tr>
<tr>
<td>Policy Clarification and Interpretation</td>
<td>Human Resources Solution Center</td>
</tr>
</tbody>
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DEFINITIONS

These definitions apply to terms as they are used in this policy.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Eligible Employee</td>
<td>All members of the university faculty, academic and nonacademic staff including regular, temporary, casual and student employees who are registered voters in New York State and who are scheduled to work on election day.</td>
</tr>
<tr>
<td>Student Employee</td>
<td>A student appointed to the university's hourly payroll.</td>
</tr>
<tr>
<td>Election</td>
<td>The election of individuals to any federal, state, county, city, town, or village office as well as an election to decide on any ballot question submitted to all voters of the state, county or city. Election includes primary and general elections. Election also includes deciding on any ballot question submitted to the voters of any town or village at the time of a general election. School district, library, fire district, or special town elections and early voting periods are not covered.</td>
</tr>
</tbody>
</table>
POLICY 6.9

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RESPONSIBILITIES – ITHACA-BASED LOCATIONS AND CORNELL TECH

The major responsibilities each party has in connection with this policy are as follows:

| Eligible Employee Seeking Time Away from Work to Vote | Request time off from supervisor no less than two working days before the election in accordance with customary unit procedures for requesting time away from work. |
| Supervisor | Respond to requests for time away from work to vote. Designate, if business needs warrant, whether the time off must be taken at the beginning or end of the shift, unless otherwise mutually agreed. |
| Workforce Policy and Labor Relations | Consult with employees, supervisors, HR representatives, upon request, for clarification of responsibilities under this policy. |
POLICY 6.9
Voting Time

PRINCIPLES

Overview

Upon request, the university must provide up to three hours of paid leave to employees who are scheduled to work on election day and request time away from work to vote in a covered election. To be eligible, the employee must be a registered voter. Employees should only request the amount of paid time off that will enable them to vote, not to exceed three hours. Supervisors may designate whether the time off will be taken at the beginning or end of the employee’s shift, unless otherwise mutually agreed.
POLICY 6.9

Voting Time

PROCEDURES – ITHACA-BASED LOCATIONS AND CORNELL TECH

Requesting Time Off for Voting

Nonacademic Staff Members: Provide at least two days advance notice to their supervisor of their request for time off in accordance with the customary unit procedures for requesting time off.

Academic Staff Members: For guidance, refer to University Policy 6.2.1, Leaves for Professors and Academic Staff.

Recording Time Off for Voting

Nonexempt staff members who take time away from work to vote should accurately record the number of hours taken as “Voting” in the university’s time collection system.

Exempt staff members should track the paid time off per the customary procedure in their work units.
PROCEDURES – WEILL CORNELL MEDICINE CAMPUSES

Requesting Time Off for Voting

Employees of Weill Cornell Medicine should request time off in accordance with the procedures appropriate for their work unit.