



Voting Time

POLICY STATEMENT

Cornell 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 who meet the conditions as outlined in this policy up to two 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 staff, and nonacademic staff, including regular, temporary, casual, and student employees.

MOST CURRENT VERSION OF THIS POLICY

- www.dfa.cornell.edu/policy/policies/voting-time

POLICY 6.9 Voting Time

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RELATED RESOURCES

Ithaca-Based Locations and Cornell Tech: University Policies and Information

[University Policy 6.2.1, Leaves for Professors and Academic Staff](#)

Weill Cornell Medicine Campuses: University Policies and Information

Weill Cornell Medicine Policy 131 Voting Time

External Documentation

New York State Election Law, Section 3-110

University Forms and Systems

Ithaca-Based Locations

[Workday](#)

Weill Cornell Medicine Campuses

Other

[Summary of Voting Laws by State](#)

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 office.

Contacts, Ithaca-Based Locations and Cornell Tech

Subject	Contact	Telephone	Email/Web Address
Policy Clarification and Interpretation	Workforce Policy and Labor Relations, Division of Human Resources	(607) 255-4652	hrpolicy@cornell.edu

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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 office.

Contacts, Weill Cornell Medicine Campuses

Subject	Contact	Telephone	Email/Web Address
Policy Clarification and Interpretation	Human Resources Solution Center	(646) 962-9247	hrsc@med.cornell.edu

DEFINITIONS

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

Eligible Employee	All members of the university faculty, academic staff, and nonacademic staff, including regular, temporary, casual, and student employees who are registered voters in New York, are scheduled to work on election day, and have less than four consecutive hours between the opening of the polls and the start of their shift, or between the end of their shift and the closing of the polls.
Student Employee	A student appointed to the university's hourly payroll.
Election	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.

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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 more than ten, nor 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, and Human Resources representatives, upon request, for clarification of responsibilities under this policy.

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PRINCIPLES

Overview

Upon request, the university must provide up to two hours of paid leave to employees who are scheduled to work on election day and who request time away from work to vote in a covered election if the following conditions are met:

- The employee is a registered voter in New York State, and
- The employee has less than four consecutive hours either between the opening of the polls and the beginning of their shift, or between the end of their shift and the closing of the polls.

Supervisors may designate whether the time off will be taken at the beginning or end of the employee's shift, unless otherwise mutually agreed.

Note: Cornell employees who work in a state other than New York State are subject to the voting time laws and requirements, if any, of that state. Please refer to the "[Summary of Voting Laws By State](#)" for specific information.

PROCEDURES – ITHACA-BASED LOCATIONS AND CORNELL TECH

Requesting Time Off for Voting

Nonacademic Staff Members: Provide no more than ten, nor less than two days, advance notice to their supervisor of their request for time off in accordance with the customary unit procedures for requesting time off. Employees should only request the amount of paid time off that will enable them to vote, not to exceed two hours.

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.

Cornell Policy Library
Volume: 6, Human Resources
Responsible Executive: Vice
President and Chief Human
Resources Officer
Responsible Office: Human
Resources
Originally Issued: October 1980
Last Updated: September 14,
2020

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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.