



**ST. JOHN'S
UNIVERSITY**



ATTENTION ALL EMPLOYEES

Time Allowed to Vote on Election Day

Tuesday, November 8, 2022 is Election Day.
New York State Election Law provides for time off to vote as follows:

- If you do not have four consecutive hours to vote, either from the opening of the polls to the beginning of your work shift, or between the end of your work shift and the closing of the polls, you may take off up to two hours, without loss of pay, to allow you time to vote if you are a registered voter.
- You may take time off to vote at the beginning or end of your work shift as your supervisor may designate, unless otherwise mutually agreed.
- You must notify your supervisor not less than two days, but not more than 10 days, before the day of the election that you will take time off to vote.

**Should you have any questions,
please contact
Human Resources Services
at 718-990-6333/1502.**

