

NEW YORK STATE MANDATED TIME OFF

Background

The Research Foundation allows eligible employees to earn accruals for vacation, sick, and personal leave, and to take other types of leave, such as holiday leave and leave without pay.

Under New York State Law, the RF is required to grant several other types of leave to employees upon request.

Blood Donation

Employees who work 20 or more hours a week are eligible for three (3) hours of unpaid leave in a 12-month period for donating blood.

Employees must provide advance notice of their intention to take this leave. Employees may use accrued time off.

Bone Marrow Donation

Employees who work at least 20 hours per week can take unpaid time off to donate bone marrow. The amount of time off should be determined by a physician and can be up to a total of 24 hours. The employer may request verification from the physician for the purpose and length of each leave.

Voting in Statewide Elections

If employees do not have sufficient time outside of working hours to vote in statewide elections they may take up to two (2) hours of paid time off at the beginning or end of the work shift.

Sufficient time is defined as four (4) consecutive hours either between the opening of the polls and the beginning of the work shift, or between the end of the work shift and the closing of polls.

Employees must provide notice of their intent to take this time off no more than 10, but not fewer than 2 days before the election.

ATTENTION ALL EMPLOYEES

NEW YORK STATE LAW (NYSEL 3-110) STATES THAT:

- * IF YOU DO NOT HAVE SUFFICIENT TIME OUTSIDE YOUR WORKING HOURS TO VOTE YOU MAY TAKE OFF UP TO 2 HOURS AT THE BEGINNING OR END OF YOUR SHIFT, WITH PAY, TO ALLOW YOU TIME TO VOTE.

- * SUFFICIENT TIME IS DEFINED AS: FOUR CONSECUTIVE HOURS EITHER BETWEEN THE OPENING OF THE POLLS AND THE BEGINNING OF YOUR WORKING SHIFT OR BETWEEN THE END OF YOUR WORKING SHIFT AND THE CLOSING OF THE POLLS.

- * YOU MUST NOTIFY YOUR EMPLOYER NO MORE THAN 10 OR NOT LESS THAN 2 DAYS BEFORE THE DAY OF THE ELECTION THAT YOU WILL TAKE THAT TIME.