

TOWN OF SWEDEN VOTING LEAVE REQUEST

The Town of Sweden encourages its employees to vote in public elections. If there are circumstances that require an employee to take time off work to vote, there is a procedure in place. New York State Election Law § 3-110 allows registered voters to take off as much work time as necessary in order to vote at any election. Up to three hours of it may be paid time off; any additional time off will be without pay.

Requirements:

1. The employee must be a registered voter.
2. The time allowed must be taken at the beginning or end of the employee's shift, as designated by the department head.
3. The employee must submit this form not less than two (2) work days before the election at which he or she requires time off to vote.
4. After voting, the employee must present a voter's receipt to the department head as soon as possible.

I HEREBY REQUEST _____ HOURS VOTING LEAVE ON _____

By signing below, I certify that I am a registered voter and that I request work time off in order to vote in accordance with New York State Election Law § 3-110.

SIGNED: _____

PRINTED: _____

DATE: _____

APPROVED BY:

DEPARTMENT HEAD

DATE

DENIED BY:

DEPARTMENT HEAD

DATE

REASON FOR DENIAL: _____
