



ELECTION LEAVE TIME REQUEST FORM

NYS Election Law §3-110, as amended by Chapter 56 of the Laws of 2020, allows registered voters who do not have 4 consecutive hours to vote either from the opening of the polls to the beginning of the employee's work shift, or between the end of the employee's working shift and the closing of the polls, to take up to two hours of paid time off from work to vote, as provided below:

1. If a registered voter does not have sufficient time outside of his or her scheduled working hours within which to vote on any day at which he or she may vote, at any election, he or she may, without loss of pay for up to two hours, take off so much working time as will, when added to his or her voting time outside his or her working hours, enable him or her to vote.
2. If an employee has four consecutive hours either between the opening of the polls and the beginning of his or her working shift, or between the end of his or her working shift and the closing of the polls, he or she shall be deemed to have sufficient time outside his or her working hours within which to vote. If he or she has less than four consecutive hours he or she may take off so much working time as will, when added to his or her voting time outside his or her working hours enable him or her to vote, but not more than two hours of which shall be without loss of pay.
3. The employee shall be allowed time off for voting only at the beginning or end of his or her working shift, as the employer may designate, unless otherwise mutually agreed.
4. If the employee requires working time off to vote the employee shall notify his or her employer not more than ten nor less than two working days before the day of the election that he or she requires time off to vote in accordance with the provisions of this section.
5. Not less than ten working days before every election, every employer shall post conspicuously in the place of work where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of this section. Such notice shall be kept posted until the close of the polls on election day.

Name: _____ Position: _____

District Location/Building: _____

Work Hours (start & end times): _____

Election Type (check one): General Primary Special

Election Date: _____ Polling Place Hours: _____

Polling Place Location:

Name / Address: _____

City / County / State: _____

Amount of time Requested: _____

Reason Time Needed: _____

Note: Time must be taken at beginning or end of an employee's shift.

Please indicate your preference (understanding that your supervisor will make the ultimate decision):

Beginning of Shift End of Shift

Employee Signature: _____ Date: _____

My signature indicates that I am registered to vote and that I will cast my vote on the date and at the location indicated above. The District is relying on this information in granting a request for leave for the purpose of voting.

To be completed by Supervisor: Approved Denied

Time Granted:

Date: _____ Time: _____

By: _____
print name Title signature date