



### Voting Leave Request – HC0021

Employees shall be allowed up to three hours off to enable them to vote in federal, state or municipal elections. Requests for such leave must be submitted in writing to the agency head at least two working days in advance of the election.

For further details please refer to [Personnel Services Bulletin 440-3](#).

Please fill out the form below with appropriate signatures and return it to your agency's Human Resources Department.

Employee Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date of Election: \_\_\_\_\_

Number of hours requested for Voting: \_\_\_\_\_

#### **Attestation**

I am registered to vote. I am requesting the leave specified above solely for the purpose of voting in an election to be held on the date set forth above and for no other purpose. I am aware that I must charge any time off to vote that exceeds three hours to my annual or compensatory leave balance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **APPROVALS**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Agency Head/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date