

**TIME OFF TO VOTE**

New York State Election Law § 3-110 entitles all district employees to “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 at any election.” The law defines “sufficient time” to vote as four (4) consecutive hours. I am requesting time off to vote and affirm as follows:

1. I am a registered voter and will be exercising my right to vote in the election to be held on \_\_\_\_\_.
2. My polling place is located at \_\_\_\_\_.  
Its polling hours are \_\_\_\_\_.
3. My scheduled work hours on the election date above are \_\_\_\_\_.
4. I will need \_\_\_\_\_ hour(s) from my work day to exercise my right to vote.

To properly document this absence, please complete this form and return this form to the Business Office at least two but no more than ten (10) (2) days before the vote date.

**Failure to submit this form will result in either the docking of pay  
for the time or a deduction from the employee’s leave time.**

**Employee Section:**

I, \_\_\_\_\_, verify that on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ at  
(Print name) month day year

\_\_\_\_\_,  
(Location)

I will be voting and that I need \_\_\_\_\_ hour(s) of time off of work to get to the polls and vote.

I understand that only up to two (2) of these hours will be paid time off, and any time in excess of two (2) hours will be unpaid.

I understand that the District has the right to designate whether I take my time off to vote either at the beginning or at the end of my work hours, and that I am only entitled to time off at the beginning or end of my shift, but not both.

I understand that the District may confirm the statements set forth above.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_ Approved to arrive at \_\_\_\_\_ OR to leave at \_\_\_\_\_  
\_\_\_\_\_ Not approved to leave.