

REQUEST FOR TIME OFF TO



Policy: Employees who are registered voters are granted, at their request, time off from University duties to vote in a governmental election, up to a maximum of two (2) hours.

3.4.1. This policy does not apply to employees whose daily work schedule either begins two (2) hours or more after polls open or ends at least three (3) hours before the polls close.

I am a registered voter. I wish to be excused from work for a designated time to vote in the election held on _____
(specify) (date)

(signature)

Check the appropriate work schedule for the requested time to be excused.

7:00-3:30	No time off	8:00-5:00	Y Come in at 9:00 or
7:00-4:00	No time off		Y Leave at 4:00
7:00-4:30	Y Come in at 9:00 or	8:30-5:00	Y Come in at 9:00 or
	Y Leave at 4:00		Y Leave at 4:00
7:30-4:30	Y Come in at 9:00 or	9:00-4:30	No time off
	Y Leave at 4:00	9:00-5:00	No time off
8:00-4:30	Y Come in at 9:00 or		
	Y Leave at 4:00		

Note: Managers will approve the request for time off based on the coverage needs of the department.

(Authorization)