

## Voting and Election Leave Verification

This form should be completed by the employee and submitted to the employee's supervisor. The supervisor will forward to the agency HR office after the timesheet has been approved.

Check all that apply.

### Voting Leave

According to **101 KAR 2:102 Section 7** and **101 KAR 3:015 Section 7**, an employee who is eligible and registered to vote shall be allowed, upon prior request and approval, use of up to four (4) hours for the purpose of voting in-person, by mail-in ballot, or to appear before the county clerk to request an application for or to execute an absentee ballot. This includes participation in out-of-state elections and absentee votes cast for out-of-state elections, if the employee is otherwise eligible. In order to be eligible for voting leave, an employee must:

- (1) be registered to vote in the county holding the election,
- (2) be regularly scheduled to work on the date the vote is cast:
  - a) On Election Day during the hours of 6:00 a.m. to 6:00 p.m., local time, or
  - b) On an alternate voting day, during the scheduled hours of operation of the alternate voting site, or
  - c) On the date the vote is cast by mail, and
- (3) notify their immediate supervisor prior to receiving voting leave. Employees who are authorized to work in lieu of taking voting leave shall receive up to four hours of compensatory leave.

### Election Officer Leave

According to **101 KAR 2:102 Section 7** and **101 KAR 3:015 Section 7**, an employee who is selected as an election officer shall be allowed, upon prior request and approval, leave up to seven and one half (7.5) hours based on a 37.5 hour work week or eight (8) hours based on a 40 hour work week, for attending training or serving as an election officer.

- Approved absences to serve as an election officer on Election Day shall be coded as ELEC (Working Polls Leave).
- Approved absences for election officer training activities shall be charged to compensatory leave, annual leave, or authorized leave without pay if the employee does not have accrued leave or a combination thereof

**I certify that I was approved for leave to vote and/or serve as an election officer. I further certify that I voted, attended training to serve as an election officer, and/or served as an election officer on:**

in \_\_\_\_\_ County, \_\_\_\_\_.

**I understand that I may be subject to disciplinary action, up to and including termination, if it is determined that I falsified my timesheet by taking the voting leave benefit and failing to vote and/or election leave benefit I was not entitled to claim.**

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Employee Printed Name

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PERNR or Employee/User ID

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Employee Signature

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Date