Niagara County NYS Election Law Section 3-110
Request for Time Off to Vote Form
Issued June 5, 2020

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Employees requesting time off in accordance with Election Law Section 3-110 must provide written notice to their Department Head or designee at least two working days before the day of election. (Example, for a Tuesday election day, notice must be given by the preceding Friday) Time allowed for employees to vote without loss of pay for up to two hours, take off so much working time as will enable him or her to vote.

If appropriate notice has been provided, the Department Head will designate the time off at the beginning or end of the working shift that will enable the employee to vote.

Upon approval by the Department Head or designee, the registered voter may, without loss of pay for up to two hours, take off so much working time as will enable the employee to vote. Hours Code **VOTE FT** (full time) or **VOTE PT** (part time) shall be used on the timecard for accurate timekeeping and tracking purposes. The Department payroll clerk will key the approved request form into the payroll system and will keep a record for the Department's payroll file.

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I, _____, am a registered voter eligible to vote on election day.

_____(insert date). In accordance with the provisions of New York State Election Law Section 3-110, I am requesting time off without loss of pay for the purposes of voting.

I will take off only so much working time as is needed to enable me to vote, but in no case will it exceed two hours. On the foregoing election day my scheduled working shift is from _____ until_____ (insert times). I estimate that I will need _____ (insert number of minutes) of time off to vote. I request that the time off to vote be designated at the _____ beginning of my working shift, _____ end of my working shift (check one).

_____ _____
Signature   Date
_____
Print name

_____

Department Use ONLY

Time off designated for (check one):

_____ Beginning of working shift   _____ End of working shift

_____ # of Hours Used

Approved by: _____

HR Form, June 5, 2020