

Voting Leave Request Form

I request 4 hours of "A" time to vote on ____/____/____ for the Primary ____ or
Special ____ Election.

Employee Signature

Date

Health Department Voting Leave Verification

(This form is to be completed by employee and submitted with timesheet to supervisor.)

Pursuant to Kentucky law, all employees **who are voting in a Kentucky election** shall be granted four (4) hours of leave to vote if they are scheduled to work during the hours that the polls are open and request leave in advance. Employees voting absentee receive leave as well, if an advance request is made on the day they appear before the clerk to apply for the absentee ballot.

Any qualified employee who claims voting leave but fails to vote may be subject to disciplinary action. An employee appointed to serve as an Election Officer may receive voting leave not to exceed a total of 7.5 hours for a designated election to attend training and for service as an Election Officer, provided that such leave is requested in advance.

Accordingly, I certify that I was approved for voting leave and that I voted in the election/primary held on _____ in _____ County, Kentucky. I understand that I may be subject to disciplinary action if it is determined that I violated Kentucky voting law.

Employee Signature

Date

Effective 10/29/07