



### Voting Leave Request

1. In accordance with New York State Election law, an employee who is registered to vote, and who does not have sufficient time outside of his/her scheduled working hours to vote, may, without the loss of pay, for up to two hours, take off so much working time as will enable him/her to vote in any election.\* Sufficient time is defined as having four (4) consecutive hours between the polls opening and the beginning of a work shift, or four consecutive hours between the end of their shift and polls closing.
2. The time off to vote shall, at the employer's discretion, be given at the beginning or end of a shift, unless otherwise agreed by the employer and the requesting employee.

Employees must submit this completed form to an employee's supervisor/manager/Human Resources no less than two (2) working days prior to the vote or election.

\*any election includes "all elections at which voters of the State of New York may cast a ballot for the purpose of electing an individual to any party position or nominating or electing an individual to any federal, state, county, city, town or village office, or deciding any ballot question submitted to all the voters of the state or the voters of any county or city, or deciding any ballot question submitted to the voters of any town or village at the time of a general election." This includes primary and general elections as well as any special elections called by the Governor. It **does NOT** include school district elections, library district elections, fire district elections or special town elections. Also, the time off to vote provisions only apply to primary or election days, NOT to early voting periods.

Print employee name: \_\_\_\_\_  
as listed on the <https://voterlookup.elections.ny.gov/>

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

Regular shift / working hours (days/hours) \_\_\_\_\_

By signing below, I certify that I am a registered voter eligible to vote. I further certify that I am requesting sufficient time off from work for the purpose of voting on \_\_\_\_\_,  
Date

I anticipate I will need \_\_\_\_ hours to vote and understand that if I require more than two (2) hours to do so, I will not be paid for that time.



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**Recording time on timesheets:**

On Election Day, I will record my actual hours worked. I will also record the actual time it took me to vote.

If, on the day I am provided with time off to vote, I work fewer than six hours, I understand that I will not be entitled to my scheduled meal period. I further understand that time off to vote does not count as hours worked for purposes of calculating overtime.

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

**Supervisor / Manager / Human Resources approval**

The work schedule for this employee on \_\_\_\_\_ has been changed to \_\_\_\_\_  
Date Schedule

The employee is to receive a copy of this signed form no less than one (1) day prior to Election Day. A copy of this signed form is to be submitted to Human Resources / Payroll.

Supervisor/Manager Signature \_\_\_\_\_ Date \_\_\_\_\_



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