

EMPLOYEE REQUEST FOR PRECINCT ELECTION OFFICE (POLL WORKER) LEAVE

Please return the completed form to Joy Ames, Clinton County Board of Elections

Date of Election: _____

Employee: _____

Supervisor's Name: _____

The above-referenced employee has requested permission to work as a Precinct Election Official (poll worker) for the Clinton County Board of Elections on the date of the above-referenced election. In accordance with Clinton County Commissioners' Resolutions 04-1040 and 11-671:

- Employee will be compensated for the employee's normal work day from their department, as well as from the Board of Elections for working election day.
- Employee will not be required to use a vacation, personal, or sick day for working on election day.
- Employee is expected to return to work at their regular department on the next day following the election. Failure to report to work according to these terms may result in employee being charged with an unauthorized absence and disciplinary action up to and including dismissal.
- Verification that the employee served as a Precinct Election Official (poll worker) shall be provided to the Appointing Authority by employee providing a copy of employee's poll worker paycheck stub provided by the Board of Elections subsequent to each election worked.
- Any hours spent in training to prepare for job performance on election day will not be compensated by the employee's regular department, but such compensation shall be the sole responsibility of the Board of Elections.
- The Appointing Authority reserves the right to reject this request based on operational needs of the department.

Pursuant to Clinton County Commissioners' Resolution #04-1040 and 11-671, the appointing authority (supervisor, director, etc.) hereby takes the following action:

APPROVES _____ REJECTS _____ the employee's request.

Appointing Authority Signature

Employee's Signature

The Clinton County Board of Elections appreciates the cooperation from other county departments to staff the polls on election day.