



# Primary and General Election Day Milwaukee County Employee Absence Request Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Clock #: \_\_\_\_\_  
Department: \_\_\_\_\_ Division: \_\_\_\_\_ Low Org #: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Supervisor Phone #: \_\_\_\_\_

## Instructions:

1. Complete this form and submit to your supervisor for approval at least two (2) weeks (Ten (10) calendar days) in advance of an election.
2. Supervisor will approve or the deny request. Supervisors must provide adequate coverage for work productivity and ensure customer service functions are not interrupted or delayed as a result of this absence. To the greatest extent practical, Human Resources encourages approval.
3. If approved, on election day, take this form to the polling location. Have this form signed by the Chief Inspector at the Polling Location and return it to your supervisor the next day.
4. Supervisor will enter the absence in the time reporting system as time off with pay using the appropriate payroll code associated with "working municipal polling location."

## Release:

I am requesting to be released, with pay, from my work assignment to train or serve as a poll worker at a Milwaukee County municipal polling location in the upcoming \_\_\_\_\_ election. I will be training/working at the \_\_\_\_\_ location on \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_.

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

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I, the Supervisor, \_\_\_\_\_ approve \_\_\_\_\_ deny (check one) the employee's request.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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I, the Chief Inspector, confirm the above employee trained or worked the day listed above.

Chief Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Inspector Name (Print): \_\_\_\_\_

**FLSA non-exempt employees:**

- May work as an election official or volunteer if it is a day the employee normally has off and may collect the stipend.
- May work as an election official or volunteer if it is a day the employee normally works and use paid time off. The employee may collect the stipend. The employee must obtain prior approval from supervisor on "Absence Request Form" at least two weeks prior to an election. Upon approval, supervisor will enter appropriate payroll absence code on the employee time record.
- May work as an election official or volunteer and use accrued vacation time, personal time or holiday time and collect the stipend. Employees will request use of this time off as they normally would.

**FLSA exempt employees:**

- May work as an election official or volunteer if it is a day the employee normally works and use paid time off. The employee may collect the stipend. The employee must obtain prior approval from supervisor on "Absence Request Form" at least two weeks prior to an election. Upon approval, supervisor will enter appropriate payroll absence code on the employee time record.
- May work as an election official or volunteer and use accrued vacation time, personal time or holiday time and collect the stipend. Employees will request use of this time off as they normally would.

**Note:** Consistent with the Employee Handbook, during even numbered years, the "November Election Day" is considered a "minor holiday" and this policy does not apply. During this time, employees may take this day off with pay OR work and receive a floating holiday for future use.