



**THE JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY
JIB SERVICES, LLC – JIB MEDICAL P.C.**

EMPLOYEE REQUEST FORM FOR VOTING TIME-OFF

Employee Name:		Date:	
Department:		Regular Work Schedule:	
Position/Title :		Requested Voting Time off (hh:mm)	

- If not otherwise able to vote during regular polling hours between 6:00 a.m. and 9:00 p.m., any employee who is a **registered voter** may, without loss of pay for up to three hours, take off so much working time as will enable them to vote in any election governed under NYS Election Law § 3-110;
- You may take off such working time as will enable you to vote **only** at the beginning or end of your regular working shift or schedule, as the Joint Industry Board may designate, unless otherwise mutually agreed;
- If you require working time-off to vote, you must first submit this completed request form with all required documentation to notify the Director of Human Resources **at least two (2) working days before** the scheduled day of the election. The Joint Industry Board has posted the provisions of Election Law § 3-110 at least ten (10) days before the scheduled election.

DOCUMENTATION REQUIRED FOR VOTING TIME-OFF PAY

- Copy of the employee's **Voter Registration Card** which indicates your registered polling location attached with this request form provided at least two (2) working days before the scheduled election day;
- Proof from the Election Inspector that you have voted at the subject election;
- Please state the reason why you are unable to vote** before or after your regular work schedule:

Time-Off for Voting - All employees should be able to vote either before or after their regularly assigned work schedule. However, when this is not possible due to conflicting work schedules or employer staffing needs, the JIB may permit a reasonable period of time to vote, up to three hours, during the work day provided that all of the above requirements have been met. Time-off for voting should be reported and coded appropriately on applicable timekeeping records. Time-off for voting under Election Law § 3-110 applies to all primary and general elections as well as any special elections called by the Governor; however, it does **NOT** include school district elections, library district elections, fire district elections or special town elections. The JIB will never take any adverse action against any employee who validly exercises their voting right under NYS Election Law § 3-110.

**NOTE: Election Day is Tuesday, November 5, 2019 - Polls are open between 6:00 am and 9:00 pm
Deadline to submit this document to the HR Department is Friday, November 1, 2019.**

EMPLOYEE SIGN & DATE:
