

**COUNTY EMPLOYEES AS VOLUNTEER
ELECTION PRECINCT BOARD MEMBERS PROGRAM
REQUEST FOR LEAVE/REASSIGNMENT**

In order to participate in the County Employees Volunteer Election Precinct Board Members program, you must be a registered voter, a regular employee of the County of Sonoma, and, for each election, secure the written approval of your immediate supervisor/manager for a leave/reassignment. The original, completed, application and approved leave/reassignment should be filed with your department's payroll clerk on or before the end of the pay period which includes Election Day. In order to participate in this, you will be required to present the program's coordinator in the Registrar of Voters with a copy of the completed form.

Name: _____ E-mail Address: _____

Residence Address: _____ Home Phone: _____

Department Name and Location: _____

Position Title/Classification: _____

Office Phone: _____ Office Fax: _____ Office E-mail: _____

I meet the stated qualifications for participation in the County Employees Election Precinct Board Members Program and wish to volunteer as a poll worker. In accordance with the eligibility requirements of the program, I request your approval, as my supervisor/manager, for a paid leave/reassignment to attend training on (Date) _____ between the hours of _____ and _____ and to serve as a volunteer poll worker on _____.

SUPERVISOR/MANAGER APPROVAL

I authorize a paid leave/reassignment to allow the applicant employee the opportunity to participate in the County Employees Volunteer Election Precinct Board Members Program.

Supervisor/Manager's Name: (Print) _____ Title: _____

Supervisor/Manager's Signature: _____ Date: _____

Office Phone: _____ E-Mail: _____

PAYROLL CLERK

You must receive the original application and approval of leave/reassignment by payroll processing day for the affected pay period.

Application and approval of leave filed on: _____ . _____
Initials