

**REQUEST FOR ADMINISTRATIVE LEAVE**

Employee Serving as Election Judge: To receive administrative leave for your service as an Election Judge, this form must be submitted to your supervisor. Please complete Part I of this form and deliver this form to the Election Director of the county in which you served. The Election Director will complete and sign Part II of this form, and return it to you.

**Part I: To be completed by employee**

Name: \_\_\_\_\_

Date(s) of Work: \_\_\_\_\_

Starting Time: \_\_\_\_\_

Ending Time: \_\_\_\_\_

Location: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

**Part II: To be completed by the Election Director of the county in which the employee served as an Election Judge**

I, \_\_\_\_\_, certify that \_\_\_\_\_  
(Election Director) (Name of State employee)

served as an Election Judge on \_\_\_\_\_ for the  
(date(s) of work)

\_\_\_\_\_ and for the hours listed above.  
(Primary or General Election)

\_\_\_\_\_  
Signature of Election Director

\_\_\_\_\_  
Date Signed