



Visceral Solutions, Inc

Providing Employer Administration Resources

**Employee Voter's Request Form**

Date: \_\_\_\_\_

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

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

Election Day: \_\_\_\_/\_\_\_\_/\_\_\_\_

In accordance with Colorado State Law, any employee who is eligible to vote whose scheduled hours on Election Day do not allow them three (3) consecutive hours of non-work time while the polls are open is entitled to be gone from work for up to two (2) hours in order to participate in the election and that employees must submit a **written request** to be absent from work to vote **PRIOR** to Election Day.

I understand that employees are to be paid for this time, up to two (2) hours, and that my employer may specify hours for leave unless I request that my leave be either at the start of my shift or at the end.

I further understand that if I am paid on an hourly basis and am absent from work for a period of time exceeding two (2) hours, my employers is authorized to make payroll deductions for anytime over the two hour maximum, in accordance with state law.

I attest, by signing below, that I am an eligible voter and am requesting leave because my scheduled work shift on Election Day does not allow me at least three (3) consecutive hours outside of work during the poll operating hours.

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_