

# Request for Approval to Apply for Approved Leave as a Precinct Election Official

## Board of Lucas County Commissioners Employees

As permitted by ORC 3501 and Board of Lucas County Commissioners Resolution number 2025-159, employees of the Board may request approval to receive paid leave for the specific purpose of serving as a Precinct Election Official at a designated polling site in Lucas County for elections held through 2026. Employees interested in serving as a Precinct Election Official must follow these steps:

- 1 You must be a registered voter in Lucas County and get written approval from your Employer. Complete this form and submit to your department head. Approval is not guaranteed and may be denied based on work necessity and coverage needs.
- 2 If your department head approves your request, contact the Lucas County Board of Elections for further processing. **The Board of Elections will determine if, when and where you will actually serve as a Precinct Election Official.**
- 3 You must complete any required training required by the Board of Elections either during off-work hours or request to use vacation, compensatory or personal time.
- 4 You will receive paid leave only for the hours worked at the polls that would coincide with your normal working hours that day, as well as the normal poll worker pay established by the Board of Elections. You are required to submit an absence form and proof that you worked at the polls (for example, a copy of our poll worker paycheck or pay stub). If for any reason you do not actually work at a polling place as scheduled, you must either report to work or, if you are ill, notify the Board of Elections and follow your department's call-off process (you will be charged sick leave use).

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

Department or Agency \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Department Head Approval:  Approved  Denied

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

Reason Denied:

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