FSU encourages voting in public elections. In order to assist employees with participating in the election and casting a vote, the University does have a policy which states “With the prior approval of the Chief Human Resources Officer or designee and the employee’s supervisor, up to two (2) hours of administrative leave may be granted for voting in public elections.”

The opportunities for voting have broadened due to extended hours at the polls (usually open 7 AM – 7 PM), the ability to vote by mail, and the ability to vote in advance of an election. With the additional opportunities to vote, it is anticipated that the use of administrative leave to vote would not normally be necessary. However, if there are extenuating circumstances, a supervisor may approve up to two hours of administrative leave to vote in a public election but it is recommended that the department head be consulted to ensure consistency within the department.

Employees may request up to two hours of administrative leave by submitting this form to their supervisor for approval. Once approved by the supervisor, submit the completed form to Human Resources, Time & Labor, Mail Code 2410 or fax to 850-645-9510 for review by the Chief Human Resources Officer. If approved, you will be notified and authorized to enter the appropriate amount of Administrative Leave with an Override Reason Code of VOTE on your OMNI timesheet.

All signatures are required for approval:

Requested By: _______________________________ Date

A&P/USPS

Approved: _______________________________ Date

Supervisor

Approved: _______________________________ Date

Dean, Director, or Department Head

Approved: _______________________________ Date

Chief Human Resources Officer

For further information, please call the HR Help Desk at 850-644-6664.

Revised 08/16/2010