

UW Madison Personnel Employee Request to Serve as an Election Official 7.33(4) Stats

SECTION 1 – Employee complete Section 1, attach verification of the appointment and give completed form to your Supervisor for approval.

Employee Name: Last, First, Middle Int.	
Name of Employing Unit	
Date(s) Requested Off:	Type of Leave (WSEU ONLY see below)
Municipal Clerk's Name	Telephone Number
<p>WSEU EMPLOYEES ONLY: If you choose to use personal leave time (excluding sick leave), indicate the type of leave used, and no deduction will be made in SECTION 3.</p>	

SECTION 2 – Supervisor, approve or deny and return a copy to the employee.

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Date (Mo/Day/Yr)	Supervisor Signature
<p>I understand that if I have not provided verification of the appointment with this request that my employing unit can request verification from the Municipal Clerk named above. I also understand that upon completion of the election official duties, I will complete Section 3 and return the form to my supervisor.</p>	
Date (Mo/Day/Yr)	Employee Signature

SECTION 3 – Employee complete the following information and return the form to your supervisor for payroll processing. If you are represented by WSEU and used pre-approved personal paid leave time (excluding sick leave) do not complete this section. No deduction will be made.

Amount Earned as an Election Official	\$
<p>I certify that I received the above compensation for my services as an election official. I understand that according to Wis. Stats. 7.33 (5) this amount will be deducted from my pay that is normally earned for the scheduled working hours during the time I served as an election official and that there will be no loss of fringe benefits earned during this time.</p>	
Date (Mo/Day/Yr)	Employee Signature

Supervisor--send this form to employing unit payroll for processing.