

**UW Madison  
Employee Request to Serve as an Election Official**

**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:	
Municipal Clerk's Name	Telephone Number

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

<input type="checkbox"/> Approved <span style="margin-left: 200px;"><input type="checkbox"/> Denied</span>	
Date (Mo/Day/Yr)	Supervisor Signature
<p><b>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.</b></p>	
Date (Mo/Day/Yr)	Employee Signature

**SECTION 3 – Employee complete the following information and return the form to your supervisor for payroll processing.**

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 <a href="#">Wis. Stats. 7.33 (5)</a> 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.**