

**THE LONG ISLAND RAIL ROAD COMPANY
REQUEST FOR APPROVAL OF OUTSIDE ACTIVITY**

INSTRUCTIONS

LIRR Employee: Complete this form to request permission to hold public office, to serve as a director or officer of a profit making corporation or institution, or to engage in an outside activity from which more than \$1,000 annual compensation will be received. Employees anticipating compensation for personal services of over \$5,000 from any outside activity as well as those seeking permission to serve as a director or officer of a profit making corporation or institution must also complete the State Ethics Commission Outside Activity Report form. Submit signed copy of this form, along with a copy of current LIRR job description and State Ethics Form if required, to your Department Head. **Department Head:** Review form and, if recommending approval, sign, date and forward to Law Department. If you are unable to make a recommendation based on the information supplied and your knowledge of the employee's job responsibilities, check appropriate box and forward this form to the Law Department without recommendation.

REQUESTOR INFORMATION

Requestor	Date
Department	Phone
Location	
Job Title (Attach current job description)	

CATEGORY OF REQUEST (Check One)

<input type="checkbox"/> Outside Activity annual compensation of over \$1,000 to \$5,000.	<input type="checkbox"/> Outside Activity annual compensation of over \$5,000. *	<input type="checkbox"/> Public Office annual compensation of over \$5,000. *	<input type="checkbox"/> Director or Officer of profit making corporation or institution. *
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*State Ethics Commission Outside Activity Report form must be filed

NATURE OF ACTIVITY (Attach additional sheets if necessary)

Position or Profession	Employer
Employer's Address	City State Zip
Nature and type of business, profession or other outside activity.	
Services performed by the LIRR employee.	
Type of Clients	

ACKNOWLEDGMENT

I acknowledge that the outside activity described above will not be conducted on LIRR time or using LIRR resources, and that in no way will it interfere with the performance of my responsibilities at the LIRR. This activity would not, to the best of my knowledge and belief, constitute a violation of Public Officers Law §73-a or §74.

Signature of Requestor _____ Date _____

DEPARTMENT HEAD REVIEW

I recommend that the above-stated outside activity be approved, having determined that this request is appropriate since it will not interfere with or conflict with the proper and effective discharge of the requestor's LIRR duties or responsibilities and does not violate the LIRR's applicable policies, procedures, and other rules or regulations governing employee conduct which may apply.

Department Head Signature _____ Date _____

If forwarding without recommendation, do not sign CHECK HERE []

LIRR APPROVAL

VP & General Counsel Signature _____ Date _____

Approval of requests subject to State Ethics Commission review is contingent on State Ethics Commission determination. Return approved or denied forms to the Law Department.