

TIME OFF ON ELECTION DAYS

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-30

Policy Number: HR-17

SCOPE

This policy applies to all employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

POLICY

1. Federal and provincial legislations require that employees be given a minimum voting time of four (4) consecutive hours during which the polls are open. If any portion of such four consecutive hours falls within an employee's work schedule, the employee is given paid leave for such portion.
2. In the event of a general election, Human Resources determines the manner in which the four consecutive hours are granted. Normally on General Election Day, the administrative offices of the University close four hours prior to closure of the polls.
3. In the event of local, municipal or federal or provincial by-elections, the employee must inform the Department Head in order to ensure that he is given the required time during which to vote.
4. Paid leave contemplated under this policy is not granted in the event that it coincides with any other paid or unpaid leave already scheduled.