



Subject	ELECTIONS – TIME OFF TO VOTE (formerly titled “4.05 Elections – Time Off to Vote”)
Procedure Section	10 Leaves
No.	10.50
Exempt Employment Policy References	
Collective Agreement References	
Forms & Other Reference Material	
Status of Approval	Approved 08-May-2013 Margo Kendal

PREAMBLE:

Under the Canada Elections Act, employers are obligated to ensure that employees have four consecutive hours in which to vote, while the polls are open on Election Day.

PROCEDURE:

1. Where the hours of employment do not allow four consecutive hours to vote, OC must allow the necessary time off with pay. Where, however, the employee does not commence work until four hours after the time the polls open, or normally leaves work four hours prior to the time the polls close, the employee is not entitled to any additional time off.
2. Time off work is to be granted at the department's convenience and need only be granted to eligible voters. An employer who interferes with the granting of time off work to vote is guilty of an illegal practice and of an offence against the Canada Elections Act.
3. On Election Day, the polls are open from 8:00 a.m. to 8:00 p.m. (local time). An eligible voter is a man or woman who has attained the age of 18 years, on or before polling day, and is a Canadian citizen.