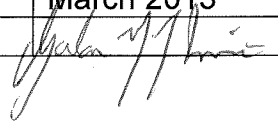


Section	4 – Employment Policies	Policy No	4.03
Employees Covered	Non Union	Effective	March 2013
Subject	Political Service Leave	Authorized	

For regular (permanent) non union employees who have been employed with CBU for a minimum of two (2) years, CBU may grant, upon written request, an unpaid leave of absence to employees running for political office. Unionized employees should refer to their applicable Collective Agreement.

Such employees shall be eligible for an unpaid leave of absence as outlined below provided the operational needs of the department are able to be accommodated. The days may be consecutive or intermittent, depending on the operational needs of the department.

- (a) for election to the Parliament of Canada or Legislature of Nova Scotia, up to ninety (90) days in the period between the issuance of the writ and the election itself;
- (b) for election as Mayor of the Cape Breton Regional Municipality, up to ninety (90) days in the period ending no later than the date of the election;
- (c) for election as councillor of the Cape Breton Regional Municipality, or as a member of a regional school board, up to ninety (90) days in the period ending no later than the date of the election.

If elected as an MP, MLA or Mayor, the employee may be eligible for an unpaid leave of absence without benefits for a maximum of one (1) term of office or a maximum of four (4) years.

Implementation Date	March 2013
Next Review	2016