

## TIME OFF FOR VOTING

Section	4 – Employment Policies	Policy No	4.10
Employees Covered	All employees	Effective	September 2015
Subject	Time off for voting	Authorized	<i>Jordan Thomas</i>

**Policy:** Every employee who is an elector is entitled, during voting hours on polling day, time off for voting.

### Federal Elections

- a. The Canada Elections Act provides that employees who qualify as electors in a federal election are entitled to three (3) consecutive hours, while the polls are open, during which to vote. If an employee's hours of employment do not allow for this, he/she must be granted sufficient time off work, with no deduction from salary, to provide those three (3) consecutive hours.
- b. The onus is on the employer to provide this time but the employee may, by agreement, work all or part of this time without infringing this regulation. Any time granted is at the employer's convenience and need only be extended to qualified electors.
- c. The polls are open from 8:30 a.m. to 8:30 p.m. (Atlantic Time Zone) on election day.
- d. Qualified electors are Canadian citizens who have attained the age of 18 years on or before polling day.

### Provincial Elections

Eligible voters must have three (3) consecutive hours in which to vote while the polls are open. Where, because of hours of work, a staff member does not have three consecutive hours, sufficient time must be granted to provide for those three (3) consecutive hours. No deduction can be made from pay for any time granted, but the University is entitled to specify which hours are to be granted.

### Municipal Elections

Nova Scotia has no legislation on the matter of time off to vote in municipal elections, but eligible voters are normally guaranteed three (3) consecutive hours in which to vote, at employers' convenience. This timing normally depends upon when the polls are open.

Revised	September 2015
Next Review	2019