

October 12, 2018

### HUMAN RESOURCES MEMO

#### **Time-off for Voting – Municipal Election**

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In accordance with the [Municipal Elections Act](#), the following will apply for the upcoming municipal election on **Monday, October 22, 2018**:

Where an employee's hours of work prevent them from having three (3) consecutive voting hours required by the Act, an employer "shall allow the time for voting that is necessary to provide those three consecutive hours". This time off is with pay.

Where an employee has three (3) consecutive hours that fall within the voting hours, but fall outside of their work hours, there is no obligation to provide paid time off from work.

If requested, employees should be allowed three (3) consecutive hours to vote during the period that the polls are open. The polls will be open from 10:00 a.m. - 8:00 p.m. Within these time limits, all enfranchised University staff must be permitted time off to exercise their right to vote.

If a supervisor is required to let an employee leave early or arrive late to fulfil the above requirements, no deductions from pay are to be made.

If you have any questions, please contact your [Human Resources Consultant](#).



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Chris Nutt, Director of Human Resources (Staff Relations)

**PLEASE POST THIS MEMO FOR THE INFORMATION OF ALL STAFF**