

# Voting Leave

Original Implementation Date: April 1, 1996      Approved by:  
Date of Last Revision: November 9, 2020      Approved by: Jacques Dubé, CAO  
Effective Date of Last Revision: August 1, 2021      Approved by: Jacques Dubé, CAO

## 1 – Policy Name

Voting Leave

## 2 – Purpose

The Municipality recognizes employees' civic responsibilities in casting ballots in elections and provides paid leave as per the Nova Scotia Elections Act and the Canada Elections Act. The intent is to provide job protection so employees can take time off from their job for the leave.

## 3 – Objectives

- To support employees in their civic responsibilities as voters.
- To meet legislated requirements under the Nova Scotia Elections Act and the Canada Elections Act.
- To treat employees in a fair and equitable manner.

## 4 – Scope

This applies to all Halifax Regional Municipality employees, who are eligible to vote in elections. For unionized employees, in the event a provision of the applicable Collective Agreement provides a greater entitlement than is outlined in this Policy, the Collective Agreement prevails.

## 5 – Definitions

N/A

## 6 – Roles and Responsibilities

### Executive Directors

Executive Directors are responsible for:

- Ensuring proper administration of this policy and delegating approval authority to directors/managers/supervisors as appropriate.

### Directors/Managers/Supervisors

Directors/Managers/Supervisors, who are delegated this authority by the Executive Director, are responsible for:

- Considering leave requests in accordance with the requirements of the Policy.

- Assessing operational requirements in light of all leave requests.
- Approving/denying leave requests.
- Supporting the employee in addressing situations that require leave while balancing operational requirements.
- Administering the Policy in a fair and equitable manner, adhering to legislated requirements and ensuring leaves are accurately recorded.

## **Employees**

Employees are responsible for:

- Submitting leave requests to their immediate director/manager/supervisor, with as much advance notice as possible.
- Accurately reporting all leaves on a regular basis.

## **Human Resources**

Human Resources is responsible for:

- Providing support to business units regarding the fair and equitable administration of this Policy and any relevant legislation.

## **7 – Policy Regulations**

- A) Employees are encouraged to make every effort to make use of advance polls, mail-in options, etc. for municipal, provincial and federal elections, so as to be able to vote on their day off.
- B) An employee who is an elector is entitled, while the polls are open on election day, to three consecutive hours for the purpose of casting the employee's vote. Where the employment of an employee does not permit the use of three consecutive hours of the employee's own time for voting, the employer will allow the employee such additional time with pay from the hours of the employee's employment as may be necessary to provide the three consecutive hours, but the additional time for voting must be granted to the employee at the time of day that best suits the convenience of the employer.
- C) This does not apply to an employee who is engaged in the operation and dispatch of scheduled buses, ships, etc. and to whom the three consecutive hours cannot be allowed without interfering with the scheduled operation.

## **8 – Repeal**

NA

## **9 – Effective Date**

August 1, 2021

## **10 – Related Policies and Practices**

External – *NS Elections Act, Canada Elections Act*

## **11 – Policy Review**

Review every year.

## **12 – Contact**

MyHR@halifax.ca or 902-490-6145.

## **13 – Attachments**

N/A