

# Corporate Policies

**SECTION: LEAVES OF ABSENCE**  
**SUBJECT: Voting Leave**

POLICY/PROCEDURE NO. 9.5.0

EFFECTIVE DATE: October 16, 2002

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PROCEDURAL UPDATES: September 27, 2011

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation will ensure that adequate time without loss of pay is provided to its employees, who are qualified electors, for the purpose of voting in accordance with the applicable legislation (Federal, Provincial or Municipal).

## **PURPOSE:**

To provide employees with an opportunity to cast their vote.

## **SCOPE:**

All full-time and part-time employees.

## **PROCEDURE:**

Election legislation provides the following:

### Federal:

4 consecutive hours at any time within the hours of voting (9:30am – 9:30 pm)

### Provincial:

3 consecutive hours at any time within the hours of voting (9:00am – 9:00pm)

### Municipal:

3 consecutive hours at any time within the hours of voting (9:00am – 8:00pm)

1. If the normal hours of employment do not permit three (3) consecutive hours for an employee who is a qualified elector to vote, time off from work with pay will be given. i.e. an employee who works a shift from 8:30am to 4:30pm would have three (3) consecutive hours between 5:00pm and 8:00pm. An employee who works a shift from 3:00pm to 11:00pm would have consecutive hours between 9:00am and 12:00pm. For an employee

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who works a split shift, if the time between the two (2) shifts is three (3) consecutive hours or greater, that would provide the required time.

2. Where an employee who is a qualified elector is entitled to time off, the employee and the supervisor will mutually agree to the time.

## **ACCOUNTABILITY:**

The supervisor shall be responsible for approving an employee's request for voting leave in accordance with this policy as outlined.

## **ADMINISTRATION:**

Human Resources Division, City of Brampton 1<sup>st</sup> Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2