

Section:	Human Resources (HR)
Subject:	Leave (Paid and Unpaid)
Legislation:	<i>Local Authorities Election Act (RSA 2000 cL-21); Election Act (RSA 2000 cE-1); Canada Election Act, S.C. 2000, c.C-9.</i>
Effective:	June 11, 2004
Revision:	November 19, 2004; January 18, 2006; September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to ensure that every employee who qualifies as an elector shall be given an opportunity to vote in accordance with provincial and federal election legislation.

PROCEDURE

PROCEDURE

1. The *Local Authorities Election Act* and the *Election Act* stipulate that an employee who qualifies as an elector shall be allowed three consecutive hours during the period that polls are open in which to vote. Polls are normally open from 10 am to 8 pm.
2. The *Canada Election Act* stipulates that an employee who qualifies as an elector shall be allowed three consecutive hours during the period that polls are open in which to vote. Polls are normally open from 7:30 am to 7:30 pm.
3. Arrangements will be made for employees whose work schedules preclude the provision of three consecutive hours in which to vote, in order to comply with these legislative requirements.
4. For the majority of SAIT employees, this means their work day on the date of a federal election will end at 4 pm.

The official controlled version of this document is held in the Board of Governors Office.



POLICY/PROCEDURE REFERENCE

HR.3.8 Time Off to Vote policy

PROCEDURE

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