

# Voting Day

## Policy

Employees who are eligible to vote in a Federal election have four consecutive hours while the polls are open in which to cast their ballots. In Provincial and Municipal elections, the required time to be available to vote is three hours.

## Procedures

If an employee's regular hours of work do not allow for the above requirements to be met, they will be entitled to leave work early; e.g.: if an employee works from 9:00 a.m. to 5:00 p.m., and the Federal election polls are open from 9:00 a.m. to 8:00 p.m., then they would be allowed to leave at 4:00 p.m. In instances where requirements make it necessary to allow staff members to leave work early, an advance notice will be posted on the Human Resources website.