

## **Time Off for Voting**

**Policy No. 320**

***Policy Statement:***

The Archdiocese encourages eligible employees to exercise their right to vote in Municipal, Provincial, and Federal Elections, and where requested by an employee, facilitate time off for voting, subject to legislative requirements.

***Procedure:***

- a) Eligible employees, having received prior approval from their immediate supervisor or designate, shall have three (3) consecutive hours off with pay for the purpose of voting on Elections Day, where their regular scheduled hours of work preclude them from having a minimum of three (3) consecutive hours off. Such time off shall be at the convenience of the Archdiocese/parish.
- b) Where an employee has three (3) consecutive hours that fall within the voting hours and outside of the scheduled work hours, there is no obligation to provide paid time off from work.