

**POLICY TITLE:** Election Voting Time Off  
**POLICY #:** SJ-08-05-15  
**SECTION:** Human Resources  
**ISSUING AUTHORITY:** Executive Committee  
**NETWORK APPROVED:** October 10, 2018  
**SUBSEQUENT APPROVAL:**

**APPLICATION** All employees of Unity Health Toronto.

**POLICY** Unity Health Toronto supports employees in providing time off for voting in federal, provincial and municipal elections in circumstances where there is insufficient time available outside of working hours to vote.

For all elections (federal, provincial, municipal), the Canada Elections Act, the Ontario Elections Act, and the Municipal Elections Act, respectively, provide that employees who qualify as electors are entitled to three consecutive hours while the polls are open on election day, during which to vote. Where the hours of work impinge on this requirement, sufficient hours must be granted to enable three consecutive hours to vote. No deduction can be made from an employee's pay for time granted to comply with this requirement.

**ELIGIBILITY** Employees, who are qualified to vote, whose shift does not provide the requisite time to vote either before or after their scheduled work hours.

An eligible qualified elector is a Canadian citizen who has attained the age of 18 year on or before the date of the election polling.

**NOTIFICATION** Where needed, employees request additional time to vote. Recognizing the nature of hospital operations, it is the responsibility of the employee to request time away from work to vote with sufficient advance notice to enable revision of the department's staffing schedule.

**SCHEDULE**

Based on the request for additional time, the department manager will ensure adequate time away from work to meet the consecutive hour requirements outlined in the respective legislations. In reviewing the staffing requirements to meet care and service needs, the department manager will specify the hours which will be granted to meet the time off requirement.

**REGULATORY  
REFERENCE**

Canada Elections Act/Ontario Elections Act/Municipal Elections Act