

---

# THE UNIVERSITY OF BRITISH COLUMBIA



**Human Resources**  
Room 350 - 2075 Wesbrook Mall  
Vancouver, BC  
Canada V6T 1Z1  
<http://www.hr.ubc.ca>

**Date: October 1, 2008**

**To: Deans, Directors, Department Heads and Administrators**

**From: Linda McKnight, Director, HR – Advisory Services  
Fran Watters, Director, Faculty Relations**

**CC: HR Networks, Advisory Services**

**Re: Federal Election 2008**

---

*Please distribute and forward this memo to all faculty and staff. An electronic version has been posted online at [hr.ubc.ca](http://hr.ubc.ca).*

This is to advise you of the University's obligations to staff and faculty who will be working or have teaching commitments on Tuesday, October 14, 2008, while voting is underway for the Federal election.

Voting in the Lower Mainland is scheduled on October 14 from 7:00 a.m. until 7:00 p.m. UBC staff and faculty who are registered voters and who are scheduled to work or have teaching commitments that day are entitled, under the Canada Elections Act, to three consecutive hours in which to vote. Many employees' scheduled working hours may overlap with voting hours.

#### IN THE CASE OF STAFF MEMBERS:

Those University employees scheduled to start work later than 10:00 a.m. or to finish work by 4:00 p.m. will not need extra time off to vote.

However, many staff are scheduled to work from 8:30 a.m. to 4:30 p.m. or from 9:00 a.m. to 5:00 p.m., leaving them with fewer than three hours of personal time before the start or end of the day in order to vote. Others may be working longer days because of flextime. These employees may require one or more hours of paid time off, at the beginning or end of Tuesday's workday, to add to their personal time in order to have three consecutive hours in which to vote.

If employees request paid time off in order to have three consecutive hours of personal time to vote, they must be allowed enough paid time away from work to ensure they have a full three hours in which to cast ballots. The Act confirms that the time off may be scheduled when "convenient" for the employer, so it is up to the employer to determine whether an employee is permitted a late start or an early finish. If you have any questions regarding scheduling hours for staff members on October 14, please contact your HR Advisor or HR Associate.

#### IN THE CASE OF FACULTY MEMBERS:

We anticipate that faculty members will make the necessary adjustments to what has been scheduled for that day in order to allow them time for voting. However, it is expected that all classes will proceed as scheduled. Please contact Faculty Relations if you have any questions or concerns about rights and obligations of faculty on Election Day.

#### Additional Resources available online:

Elections Canada website - <http://www.elections.ca/home.asp>

Canada Elections Act - <http://laws.justice.gc.ca/en/E-2.01/>