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# THE UNIVERSITY OF BRITISH COLUMBIA



**Human Resources**  
Room 350 - 2075 Wesbrook Mall  
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<http://www.hr.ubc.ca>

**Date: May 5, 2009**

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

**From: Linda McKnight, Director, HR – Advisory Services**

**CC: HR Advisory Services, HR Network**

**Re: Provincial Election – Tuesday, May 12/09**

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*A copy of this memo is posted online at [www.hr.ubc.ca/memos](http://www.hr.ubc.ca/memos). Please distribute this message widely to your faculty and staff members.*

This memo is to advise you of the University's obligations to employees who are scheduled to work on Tuesday, May 12th, while voting will be underway for the provincial general election.

Voting in the province is scheduled on May 12<sup>th</sup> from 8:00 a.m. until 8:00 p.m.

UBC employees who are registered voters and who are scheduled to work that day are entitled, under the *BC Election Act*, to four consecutive hours in which to vote. Many employees' scheduled working hours may overlap with voting hours.

Those employees scheduled to start work later than 12:00 p.m. or to finish work by 4:00 p.m. will not need extra time off to vote. However, many employees are scheduled to work between the hours of 8:30 a.m. and 5:00 p.m., leaving them with fewer than four hours of personal time before the start or end of the day in order to vote. Others may be working longer days because of flex time. 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 four consecutive hours in which to vote.

If employees request paid time off in order to have four consecutive hours of personal time to vote, they must be allowed enough paid time away from work to ensure they have a full four hours in which to cast ballots. The Act confirms that the time off may be scheduled when it best suits the convenience of the employer, so it is up to each department to determine whether an employee is permitted a late start or an early finish.

If you have any questions regarding scheduling hours on May 12, please contact your Human Resources Advisor or Associate directly.