
THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
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<http://www.hr.ubc.ca>

Date: January 12, 2006

To: Deans, Directors, Department Heads and Administrators

From: Linda McKnight, Director, Human Resources – Advisory Services
Fran Watters, Director of Faculty Relations

CC: HR Advisors and Associates

Re: Federal Election – Monday, January 23, 2006

This is to advise you of the University's obligations to staff and faculty who will be working or have teaching commitments on Monday, January 23, 2006, while voting is underway for the Federal election.

Voting in the Lower Mainland is scheduled on January 23 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 Monday'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 January 23, please contact your **HR Advisor or Associate**.

In the case of faculty members:

If necessary, we anticipate that faculty members will make the necessary adjustments to what has been scheduled for that day in order to allow them the necessary 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>

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