



LEAVE
Time Off With Pay

Human Resource Manual
Section 1313

TIME OFF WITH PAY

PURPOSE

1. Under special circumstances employees are entitled to time off with pay without having to complete an application for leave and there is no charge against leave credits.

APPLICATION


2. These guidelines and procedures apply to all employees.

PROVISIONS

3. Time off is administered in accordance with the provisions set out in the specific authorities in the following situations:
 - voting in elections;
 - employment interviews in the Nunavut public service;
 - rest periods;
 - wash-up time; and
 - jury duty

Voting in Elections

4. Time off for voting is provided to employees eligible to vote in a federal, territorial or municipal election.
 - (1) Federal Elections and Referenda: Under the provisions of the *Canada Elections Act*, employers shall provide employees eligible to vote in a federal election with time off so as to allow for three consecutive hours to vote during the hours the polls are open.
 - (2) Territorial/Provincial Elections: Under the provisions of the *Nunavut Elections Act*, employees eligible to vote in a territorial election shall be granted time off so as to allow for three consecutive hours to vote during the hours the polls are open. Employees eligible to vote in a provincial election, by virtue of their work location, shall be governed by the provisions of the applicable provincial statute.
 - (3) Municipal Elections: The Minister responsible for the *Public Service Act* may provide eligible employees time off to vote in municipal elections.

 <p style="text-align: center;">LEAVE</p>	<p style="text-align: center;">Human Resource Manual</p>
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- (4) Nunavut Land Claim Organization Elections: The Minister responsible for the *Public Service Act* may provide eligible employees time off to vote in elections for Nunavut Land Claim Organizations, including: Nunavut Tunngavik Incorporated, Qikiqtani Inuit Association, Kivalliq Inuit Association, and the Kitikmeot Inuit Association.

Notification

5. The Deputy Minister of the Department of Finance notifies employees of dates and times for voting.

Personnel Selection Process

6. An employee who is a candidate for a position in the public service, or an employee on lay-off notice who is being interviewed by a prospective Employer, shall be granted leave of absence with pay. The leave will be for the period during which the employee's presence is required for such purposes and includes reasonable travel time.
7. Employees notify their supervisor when requested to participate in the selection process.

Rest Periods


8. Employees are entitled to a 15-minute rest period in every four or three and one-half consecutive hours worked. Scheduling of the rest period is subject to the supervisor's approval.

Wash-Up Time

9. Employees in labour and trades are allowed ten minutes to wash-up at the end of their shift. This may be extended in unusual circumstances to 15 minutes by the supervisor.

Jury Duty

10. Employees required for serving as jurors in the Nunavut Court of Justice shall be granted a leave of absence with pay.
11. Employees notify their supervisor when requested to participate in jury duty.

	
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AUTHORITIES

- 12. **Public Service Act**
- 13. **Nunavut Elections Act**
Section 10 (1)
- 14. **Canada Elections Act**
Section 132 (1)

CONTACTS

- 15. For further information or clarification, please contact:

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