

## LEAVES OF ABSENCE - POLITICAL

### Background

The Division recognizes the right of employees to campaign for and to hold political office.

Leaves of absence for the purpose of campaigning for and holding political office in the municipal, provincial and federal fields will be granted by the Division.

### Procedures

1. Requests for such leave shall be submitted to the Superintendent.
2. The following provisions will take effect provided the Superintendent is advised in advance of the leave days required.
  - 2.1 For municipal office:
    - 2.1.1 For campaigning – nil.
    - 2.1.2 For performance of duties
      - 2.1.2.1 With pay, less the cost of a substitute, to a maximum of seven (7) days.
      - 2.1.2.2 Without pay for any additional leave.
      - 2.1.2.3 Where political duties require a consistent absence from administration duties two or more days per week, a leave of absence from a designation may be requested.
  - 2.2 For provincial and federal office:
    - 2.2.1 For campaigning
      - 2.2.1.1 With pay, less the cost of a substitute to a maximum of four (4) weeks.
      - 2.2.1.2 Additional leave may be granted without pay.
    - 2.2.2 For performance of duties
      - 2.2.2.1 Leave without pay for the duration of the term of office.
  - 2.3 Leave of absence from a designation will be granted for a maximum of one (1) year.