

# Permission Requests Flowchart

## Permission or leave without pay to seek nomination or be a candidate in the context of elections



**Request received**  
(mail or fax)

Verify information

- ✓ Name of candidate
- ✓ Nature of the election (federal, provincial, territorial or municipal)
- ✓ Organization
- ✓ Group and level
- ✓ Type of position
- ✓ Job description
- ✓ Date of permission for leave without pay

Acknowledgement to employee with a copy to designated representative

Call electoral officer  
(Nature of Election)

Analysis  
*“seeking nomination as, or being a candidate will not impair or be perceived as impairing ability to perform duties in a politically impartial manner”*

Input of deputy head and of manager  
(Nature of duties)

PSC follow-up

- (Employee and organization respect conditions)
- ✓ Election date
  - ✓ Date of leave
  - ✓ “Cooling off”

Decision letter to employee and deputy head

Negative decision

SUBMISSION to the COMMISSION

- Permission
- Conditions (e.g. LWOP)

Positive decision

Statement signed by employee and returned to PSC

Confirmation letter to employee, DH and submit notice to Canada Gazette

