

12.3 Time-off Less Than One Day

Medical and Dental Appointments

A Deputy Minister or delegated official may grant an employee time-off for a medical or dental appointment, subject to the following criteria.

- The employee should arrange medical and dental appointments outside normal working hours, if possible.
- The employee should request approval for the time-off as far in advance as possible so that staff adjustments can be arranged when necessary.
- If an employee requests excessive time-off for medical or dental appointments, the deputy head or delegate may require proof of attendance at the physician's or dentist's office.
- Time-off for this purpose will be accumulated and reported as sick leave, in accordance with the provisions set out in the collective agreements and regulations pursuant to the *Civil Service Act*.

Elections

When granting time-off for this purpose, the deputy head should, where relevant, bear in mind any requirement to provide continuing service to the public during normal hours.

FEDERAL

The *Canada Elections Act* provides that “Every employee who is qualified to vote shall, while the polls are open on polling day at an election, have three consecutive hours for the purpose of casting his/her vote and, if the hours of his/her employment do not allow for such three consecutive hours, his/her employer shall allow him/her such additional time for voting as may be necessary to provide those three consecutive hours. No employer shall make any deductions from the pay of any such employee or impose upon or exact from him/her any penalty by reason of his/her absence from his work during the consecutive hours that the employer is required to allow. The hours referred to shall be granted at the convenience of the employer.”

PROVINCIAL

Chapter 83, Elections Act of the *Revised Statutes of Nova Scotia, 1967*, provides that:

Time for Employee to Vote

An employee, who is an elector, shall, while the poll is open on ordinary polling day, have three consecutive hours for the purpose of casting his/her vote.

Duty of Employer

If the employment of an employee does not permit the use of three consecutive hours of his/her own time for voting, the employer shall allow the employee such additional time with pay from the hours of his/her employment as may be necessary to provide the three consecutive hours, but the additional times for voting shall be granted to the employee at the time of day that best suits the convenience of the employer.

Section Does Not Apply

This section does not apply to an employee who is engaged in the operation and dispatch of scheduled railway trains, buses, motor transports, ships, and aircrafts, and to whom the three consecutive hours mentioned in the previous subsection (**Time for Employee to Vote**) cannot be allowed without interfering with the scheduled operation or dispatch of the trains, buses, motor transports, ships, or aircraft.

Blood Donors

The Canadian Blood Services Blood Donor Program has the support of the Government of Nova Scotia. Employees who wish to give blood may be excused from work for one hour. Deputy Ministers and senior officials are asked to encourage their employees to participate in Canadian Blood Services Blood Donor Clinics.

Enquiries

General Enquiries, Public Service Commission (902) 424-7660

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