

DATE: August 30, 2021

TO: All Waypoint Staff

FROM: Karen Maisonneuve – HR Consultant, employee and Labour Relations

RE: Federal Election September 20, 2021

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The Federal Election is scheduled for Monday, September 20, 2021 the polls will be open from 9:30 am to 9:30 pm. By law, qualified electors must have three consecutive hours to cast their vote if they vote on Election Day. If your hours of work do not allow for three consecutive hours to vote, your employer must give you time off if you request it. The employer has the right to decide when the time off will be given.

While the hospital encourages all staff to cast their ballot in elections, allowing large numbers of staff time off to vote on September 20, 2021 will create significant challenges to our ability to provide patient care. With this in mind we would ask that you consider voting by one of the three alternative means of voting:

- 1) Advance Voting Polls – There are four advance voting polls (Friday, September 10, 2021 through to Monday, September 14, 2021) these polls will be open from 9:00 am to 9:00 pm. Your voter information card tells you the address of your advance polling place or go to [www.elections.ca](http://www.elections.ca)
- 2) Vote at one of 500 Elections Canada offices – Visit one of the offices before the deadline of Tuesday September 14, 2021 at 6:00 PM (local time). Offices are open 7 days a week Monday to Friday 9:00 am to 9:00 pm, Saturday's from 9:00 am to 6:00 pm and Sunday's from noon to 4:00 pm. You will be required to provide proof of identity and address. Find the office nearest you on [www.elections.ca](http://www.elections.ca)
- 3) Vote by mail – The deadline to apply to vote by mail is Tuesday, September 14, 2021 6:00 PM Eastern Time. You can apply online at [www.elections.ca](http://www.elections.ca) or by visiting any Elections Canada office. Once you've applied to vote by mail, you can't change your mind and vote at advance polls or on election day.

Should you intend to vote on Election Day and you are requesting time off to vote, please give your manager notice by 8:00 a.m. on Tuesday, September 7, 2021 so that arrangements for coverage can be made. Please note that in order to facilitate these arrangements and meet operational requirements, it may be necessary to change your hours of work for the day.

Casual and Part-time staff who accept shifts for Monday, September 20, 2021 for which they were not prescheduled will be considered ready to attend work for all scheduled hours that day.

Thank you all for your anticipated cooperation.