



LEAVE-OF-ABSENCE: STAFF SEEKING OR HOLDING ELECTED OFFICE

Legal References:	<i>Canada Elections Act</i> <i>Election Act, R.S.O. 1990</i> <i>Municipal Elections Act</i>
Related References:	<i>2026 Candidates' Guide for Ontario Municipal and School Board Elections</i> <i>Request for Leave of Absence HR-01-500</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>March 7, 2016, June 12, 2017, April 13, 2026</i>
Reviewed:	<i>November 19, 2018, January 24, 2022,</i>

1. Purpose

- 1.1 The Waterloo Region District School Board (WRDSB) recognizes that it is the right of staff to fulfill their roles as citizens of the community, including running for public office and encourages staff to participate in public service.

2. Application

- 2.1 It is the policy of the WRDSB that a staff member who is a candidate in a Federal or Provincial Election will take leave-of-absence without pay from the time the candidate's nomination is filed and ending on voting day. If elected to office, they shall be considered as being on leave of absence without pay from the date of their election to the date of the next Federal or Provincial election so long as they remain in office.
- 2.2 A leave of absence will be considered, at the discretion of the Chief Executive Officer, for any staff member who seeks election as or is elected to the office of municipal councilor or municipal mayor in compliance with all relevant legislation.
- 2.3 A leave of absence will be considered, at the discretion of the Chief Executive Officer, for any staff member who seeks election as school board trustee in compliance with all relevant legislation.
 - 2.3.1 If elected, the staff member must resign prior to the elected start date.