

## **ADMINISTRATIVE PROCEDURE – AP301-1**

### **Employees Running for, and/or Elected to, Public Office**

Area: People & Culture  
Policy Reference: Employees Running for, and/or Elected to, Public Office (PO301)  
Approved: June 22, 2026  
Revised:

#### **1. Purpose**

The purpose of this administrative procedure is to support the implementation of the Employees Running for, and/or Elected to, Public Office Policy (PO301) and to provide a clear process and expectations for employees seeking election to public office at the school board, municipal, provincial or federal level.

#### **2. Definitions**

Nil

#### **3. Procedures**

- 3.1 An employee running as a candidate seeking public office may request a leave of absence, without pay, from their immediate supervisor with a copy to the People & Culture Department for the purpose of campaigning. This request must be made at least four weeks prior to the commencement of the leave.
- 3.2 The leave of absence without pay for the purposes of campaigning shall be granted from the day before the last day of nominations to the second day after the elections.
- 3.3 Where the employee is elected to the public office they were contesting, the employee shall be granted, where requested, a leave of absence without pay for the term of office to which the person was elected. Where the employee wishes to seek an additional term, any leave of absence request is at the sole discretion of the People & Culture Department.
- 3.4 During the leave of absence without pay, the employee will be responsible for the full cost of any benefits that are to be carried on behalf of the employee in accordance with the benefit plan in effect at the time.

- 3.5 At the end of the elected term, the employee on leave of absence without pay will be offered a position for which the employee is qualified.
- 3.6 Employees seeking election to public office may not distribute election campaign material to Durham Catholic District School Board (“Board”) owned sites or via Board email or social media controlled by the Board to any employee in the Board. Further, the employee shall not use students as a means of distributing election materials while campaigning for public office.
- 3.7 Employees of the Board seeking election to public office may not place election signs on Board owned property or in front of Board owned sites.
- 3.8 The employee shall not use Board or school equipment, supplies, or facilities for the purpose of preparing or distributing election materials.
- 3.9 This administrative procedure is subject to the terms of the applicable collective agreement or the terms and conditions of employment contract, as the case may be.

#### **4. Sources**

- 4.1 [Canada Elections Act](#)
- 4.2 [Education Act](#)
- 4.3 [Election Act](#)
- 4.4 [Municipal Elections Act](#)

#### **5. Appendices**

Nil

#### **6. Related Policies and Administrative Procedures**

- 6.1 [Employees Running for, and/or Elected to Public Office Policy \(PO301\)](#)
- 6.2 [Employee Conflict of Interest Policy \(PO317\)](#)
- 6.3 [Employee Conflict of Interest Administrative Procedure \(AP317-1\)](#)