

# Citizenship Ceremony Leave

Original Implementation Date: June 10, 2025

Approved by: Cathie O'Toole, CAO

Date of Last Revision:

Approved by:

Effective Date of Last Revision: June 10, 2025

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## 1 – Policy Name

Citizenship Ceremony Leave

## 2 – Purpose

The Municipality recognizes employees who are becoming Canadian citizens and provides one day of leave for the employee to attend their citizenship ceremony as per the *Nova Scotia Labour Standards Code*. The intent is to provide job protection so employees can take time off from their job for the leave.

## 3 – Objectives

The objectives of this Policy are:

- To support employees in attending their citizenship ceremony.
- To meet legislated requirements under the *Nova Scotia Labour Standards Code*.
- To treat employees in a fair and equitable manner.

## 4 – Scope

This applies to all Municipal employees, who have received a “Notice to Appear” sent by Citizenship and Immigration Canada. For unionized employees, in the event a provision of the applicable Collective Agreement provides a greater entitlement than is outlined in this Policy, the Collective Agreement applies.

## 5 – Definitions

In the context of this document:

Citizenship Ceremony means when a certificate of citizenship is received, as provided for under the [Citizenship Act](#) and regulations made under that Act.

## 6 – Roles and Responsibilities

### Chiefs/Executive Directors

Chiefs/Executive Directors are responsible for:

- Ensuring proper administration of this Policy and delegating approval authority to managers/supervisors as appropriate.

### Directors/Managers/Supervisors

Directors/Managers/Supervisors, who are delegated this authority by the Chief/Executive Director, are responsible for:

- Considering leave requests in accordance with the requirements of the Policy.
- Assessing operational requirements in light of all leave requests.
- Approving/denying leave requests.
- Supporting the employee in addressing situations that require leave while balancing operational requirements.
- Administering the policy in a fair and equitable manner.
- Adhering to legislated requirements and ensuring leaves are accurately recorded.

### Employees

Employees are responsible for:

- Submitting leave requests to their immediate manager/supervisor, with as much advance notice as possible, and accurately reporting all leaves on a regular basis.

### Human Resources

Human Resources are responsible for:

- Providing support to business units and employees regarding the fair and equitable administration of this Policy and any relevant legislation.

## 7 – Policy Regulations

- A. Employees are entitled to take paid leave (pay code- Other Leave With Pay) of up to one working day to attend their citizenship ceremony. If possible, employees must give their employer 14 days notice that they plan to take the leave. If this is not possible, they must give as much notice as is reasonably possible.
- B. If the employer asks, the employee must provide evidence that they are attending their citizenship ceremony on a particular day, for example the “Notice to Appear” sent by Citizenship and Immigration Canada.
- C. The Municipality is required to keep confidential any information received in relation to a protected leave of absence an employee takes. Employers must not share the information except in situations where: a) the employee has consented to the information

being shared; b) an agent or employee of the employer, such as a manager, needs the information to do their job, or c) the law requires that the information be disclosed.

- D. The Municipality must accept the employee back to the same position held by the employee immediately before the leave began, or, where that position is not available, in a comparable position with no loss of seniority or benefits when the employee returns from the leave.

## **8 – Repeal**

NA

## **9 – Effective Date**

June 10, 2025

## **10 – Related Policies and Practices**

Internal:

- Applicable collective agreements

External:

- *Nova Scotia Labour Standards Code*  
<https://novascotia.ca/lae/employmentrights/docs/labourstandardscodeguide.pdf>

## **11 – Policy Review**

Review every year.

## **12 – Contact**

MyHR@halifax.ca or 902-490-6145.