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Faculty of Land and Food Systems

**Contact**

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**Miscellaneous Leave Form for Miscellaneous Farm Workers**

**Reporting Procedure**

Please submit leave requests in advance to your supervisor. Complete and sign the form and submit it to your supervisor for signature. Provide the completed form to Elena Donskikh for record keeping.

**Leave Details**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Type of Leave:**

- Birthday Leave
- Compassionate Leave
- Jury Duty Leave
- Maternity/Paternity Leave (please attach letter)
- Other (specify: \_\_\_\_\_)

Leave start date: \_\_\_\_\_ End date: \_\_\_\_\_

Total number of days/hours taken for this leave:

Days: \_\_\_\_\_ Hours: \_\_\_\_\_

In my absence, \_\_\_\_\_

will look after all urgent requests that pertain to my position.

Staff signature: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Processed by: \_\_\_\_\_