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Faculty of Land and Food
Systems

Contact

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Medical/Dental Appointment Notification Form for Miscellaneous Farm Workers

Reporting Procedure

Please provide advance notification, request approval from your supervisor and submit the completed form to Elena Donskikh. As a courtesy, please send an e-mail reminder to your supervisor and colleagues the day before your appointment.

Current Date: _____

Name: _____

Appointment Date: _____

Time taken for this appointment (hours) _____

Staff signature: _____

Supervisor signature: _____

Information on medical and dental appointment time can be found at the
UBC HR website at

http://www.hr.ubc.ca/wp-content/uploads/2010/09/TRA_Handbook.pdf.

Processed by: _____