



Updated: March 2019

Faculty of Land and Food Systems

Contact

Elena Donskikh

Centre for Sustainable Food Systems at UBC Farm

3461 Ross Drive

Vancouver, BC

V6T 1W5, Canada

Tel: 604.822.5092

Fax: 604.822.6839

E-mail: elena.donskikh@ubc.ca

## Sick Leave Form for Miscellaneous Farm Workers

### Reporting Procedure

Please contact your supervisor by email or phone before the start of the work day and complete the sick leave form. Staff members are required to submit written notification for sick leave taken. Please complete and sign the form and submit it to Elena Donskikh for record keeping.

### Sick Leave Details

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

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

I notified (name): \_\_\_\_\_ Date: \_\_\_\_\_

### How did you notify your supervisor?

Telephone  E-mail  Other: \_\_\_\_\_

### Sick Leave Dates

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Days Taken: \_\_\_\_\_ Hours taken: \_\_\_\_\_

For Self  For Dependent

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

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

Information on sick leave entitlements can be found at the UBC HR website:

[http://www.hr.ubc.ca/wp-content/uploads/2010/09/TRA\\_Handbook.pdf](http://www.hr.ubc.ca/wp-content/uploads/2010/09/TRA_Handbook.pdf)

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