



The University of British Columbia

Request for Hourly Vacation Pay, Record of Employment

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|--|-------------------|--------------------------------|--|--------------------------|
| Employee Name and Identification | | | | |
| Name (Last name, First names) | | Social Insurance Number | UBC Employee ID (if known) | |
| Job Title | | Department | | |
| Address | | | | |
| City | Province | Country | Postal Code | Phone Number |
| Vacation Pay - Full Accumulation | | Vacation Pay - By Hours | | Start date of vacation |
| Check here to pay all accumulated Holiday Pay <input type="checkbox"/> | | Vacation hours | For Shift Workers only: Shift #1..... Shift #2@5%..... Shift #3@10%..... Shift#2@\$0.50/hr..... Shift#3@40/70/hr..... | End date of vacation |
| Vacation Pay - By Percentage | | Hourly Rate \$ | | Cheque pick up date |
| Pay this percentage of accumulated Holiday Pay <input type="text"/> % | | Appointed after Jan. 1, 1986 | | |
| Request for Record of Employment - Hourly Employees | | | | |
| Last Paid Date (yy/mm/dd) | Reason for Record | Return date (yy/mm/dd) | Medical Plan | <input type="checkbox"/> |
| / / | | / / | Dental Plan | <input type="checkbox"/> |
| Approved by: Administrator/Grant Holder | | | | |
| Name | Date (yy/mm/dd) | Phone Number | | |
| | / / | | | |

Privacy Notification: Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for employment purposes only.
 Questions about the collection of this information may be directed to website@finance.ubc.ca