



# The University of British Columbia

## Request for Hourly Vacation Pay, Record of Employment

### 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

Check here to pay all accumulated Holiday Pay

### Vacation Pay - By Hours

Vacation hours

For Shift Workers only:

Shift

#1.....

Shift #2@5%.....

Shift #3@10%.....

Shift#2@\$0.50/hr.....

Start date of vacation  
/ /

End date of vacation  
/ /

Cheque pick up date  
/ /

### Vacation Pay - By Percentage

Pay this percentage of accumulated Holiday Pay  %

Hourly Rate

\$

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
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