

ACTING CAPACITY APPROVAL FORM (NON FACULTY)

Human Resources, Langara College
100 West 49th Avenue, Vancouver, BC V5Y 2Z6
This form is available on the Langara Portal

Section 1 – Position Information (PLEASE PRINT)

CUPE to Administrator Position CUPE to CUPE Position		Incumbent for Acting Capacity	Incumbent on Absence
Department		Position Title	
Position Number	Pay Grade	Step	FTE
Required Start Date	End Date	Organization Code	

If Capacity is Full-Time:

Days of Work	Hours of Work	Compressed Work Week
Monday – Friday Other	Start: End:	

If Capacity is Part-Time:

Week 1 Dates	Hours per Day	Week 2 Dates	Hours per Day	Week 3 Dates	Hours per Day	Week 4 Dates	Hours per Day
SUN		SUN		SUN		SUN	
MON		MON		MON		MON	
TUE		TUE		TUE		TUE	
WED		WED		WED		WED	
THU		THU		THU		THU	
FRI		FRI		FRI		FRI	
SAT		SAT		SAT		SAT	
Subtotal		Subtotal		Subtotal		Subtotal	

Total Hours:

CUPE Staff Only

Is the Acting Capacity period as above intended to extend thirty (30) consecutive working days? (see Article XIII D.3)	Yes (if yes, subject to Article IV, Notification of Vacancies)	No
Does the incumbent regarded for acting capacity have the most seniority? (see Article XVIII A.5, Seniority)	Yes	No

Reason for Acting Capacity:

Position Information Contact	Local
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Section 2 – Approvals

The above noted incumbent has been budgeted and approved for Acting Capacity

Budget Office Signature	Date
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Dean/Director/President Signature	Date
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Section 3 – Human Resources

HR Consultant	Acting Capacity Approval Reviewed	Initial:
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