

# ADMINISTRATORS' ABSENCE RECORD

Human Resources, Langara College  
100 West 49<sup>th</sup> Avenue, Vancouver, BC V5Y 2Z6  
This form is available on the employee portal

## Section 1 - Identification

Date		Department	
Employee ID Number	Last Name	First Name	

## Section 2 - Absence

AMENDMENT - When amending original submission, please resubmit a copy of the original Absence Record.

Vacation	Sick	Family Illness	Long Service	Funeral Leave	Bereavement	Date		# of Hours	# of Days
						From:	To:		

## Section 3 - Approval

Employee's Signature	Supervisor's Signature
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Forward approved absences to Payroll Department

Revision 2010/11