

PART B To be filled out by the department chairperson

DEADLINE: Please fill out the form and send it to [hrfaculty@dawsoncollege.qc.ca](mailto:hrfaculty@dawsoncollege.qc.ca) by later than May 15 (for an annual or fall semester VWR request) or November 15 (for a winter semester VWR request)

## A. EMPLOYEE

NAME

EMPLOYEE NUMBER

DEPARTMENT

FALL

WINTER

ANNUAL

To be filled out by the teacher