

UNLV Faculty/Professional Staff Declaration of Unpaid Leave/Workload Adjustment

Employee Name (please print) _____ Position Title _____

Department/College _____ Employee # _____ Date _____

Part I. VOLUNTARY – Completion of this part of the form is NOT REQUIRED

<p><u>Actions Towards Strictly Voluntary Measures (does not count towards FY11 mandatory actions):</u></p>	<ol style="list-style-type: none"> 1. <input type="checkbox"/> I will take _____ unpaid days in FY10- THESE WILL NOT count towards FY11 mandatory days (savings go to Department budget – maximum of 12 days/4.6% of salary allowed). 2. <input type="checkbox"/> I will make a contribution to the UNLV Foundation (scholarship or other appropriately designated); Refer to UNLV form & process for payroll deduction (CTRL + click the following link): http://foundation.unlv.edu/payroll <p style="text-align: center;">Submit directly to UNLV Foundation</p> 3. <input type="checkbox"/> Check here for none of the above.
---	--

Part II. MANDATORY- Completion of the part of the form IS REQUIRED

<p><u>Actions Towards FY11 Mandatory Measures – All Professional and Administrative Staff (includes VPs, Deans, FIR’s, and tenure-track but not yet tenured faculty):</u></p>	<ol style="list-style-type: none"> 1. Voluntary unpaid days in FY10 to count towards FY11 mandatory days: _____ (savings taken centrally). (unpaid leave days are not refundable) 2. Unpaid days in FY11 to count towards FY11 mandatory days: _____ (savings taken centrally). <p>Total must add to 12 For F/T 12-month staff , 8.3 for “B” contracts TOTAL: _____ (Note: Consult Supervisor to determine number of days for less than F/T)</p>
--	---

<p><u>Actions Towards FY11 Mandatory Measures – Tenured Instructional Faculty Only -does not include VPs, Deans, etc.</u></p> <p><u>Department Chairs and Associate Deans follow a “hybrid” model and must complete a different form designed for their options:</u></p>	<ol style="list-style-type: none"> 1. I acknowledge that a Dept/College proportional workload increase will be required : _____ (employee initials) <li style="text-align: center;">-----OR, as a Voluntary Alternative to a Workload Adjustment ----- 1. Voluntary unpaid days in FY10 to count towards FY11 mandatory days: _____ (savings taken centrally). (unpaid leave days are not refundable) 2. Unpaid days in FY11 to count towards FY11 mandatory days: _____ (savings taken centrally). <p>Total must add to 12 For F/T 12-month staff , 8.3 for “B” contracts TOTAL: _____ And 11 for “B-11” contracts (Note: Consult Supervisor to determine number of days for less than F/T)</p>
--	--

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

(Note: This proposal is not approved until signed by the appropriate supervisor)