**Request for Temporary FTE Reduction**

Benefits-eligible University employees are defined as those working 100% time (1.0 FTE). The University recognizes that on a temporary basis a department may experience a business need to reduce a position’s FTE for a period up to twelve months. This form is to be completed by the unit Chair/Supervisor, forwarded to the appropriate Dean/Vice President and submitted to the Chief Human Resources Officer (CHRO) for consideration.

**Position Information**

Please Print

Department:

Position Title: Position #:

Incumbent: Empl ID:

Current FTE: Requested FTE:

Begin Date: End Date:

Request Type:

|  |  |  |
| --- | --- | --- |
| ❑ Position Funding | ❑ Grant Funded | ❑ Employee Job-Related Education |
| ❑ Business Need (please describe below) | ❑ Non-FMLA Employee Accommodation (please describe below) |

Description:

I understand that reducing a benefits-eligible position to less than 75% time will impact the University’s benefits contribution. A benefits-eligible position cannot be reduced to less than 50% time and retain the position’s benefits-eligibility status. A temporary FTE reduction cannot be used to “hold” a position for a specific incumbent or in any way circumvent the recruitment process.

Chair/Department Head Signature: Date:

Dean/Vice President Signature: Date:

CHRO Signature: Date:

**Please return your completed form to:**

**Office of Human Resources**

 413 Academy Street

Newark, De 19716

Phone: 302-831-2171