



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 Associate Vice President (AVP) for Human Resources (HR) for consideration.

Position Information

Please Print

Department: _____

Position Title: _____ Position #: _____

Incumbent: _____ Employee ID: _____

Current FTE: _____ Requested FTE: _____

Begin Date: _____ End Date: _____

Request Type:

<input type="radio"/> Position Funding	<input type="checkbox"/> Grant Funded	<input type="radio"/> Employee Job-Related Education
<input type="radio"/> Business Need (please describe below)		<input type="radio"/> 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. If there is a need to reduce a position to less than 50% time, please contact HR at hrhelp@udel.edu to learn more about COBRA benefits options. 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: _____

AVP for HR Signature: _____ Date: _____

**Please return your completed form to:
Office of Human Resources**

413 Academy Street · Newark, De 19716 · Phone: 302-831-2171

HR Use Only – Copies Issued

<input type="checkbox"/> Chair/Department Head	<input type="checkbox"/> HR Benefits
<input type="checkbox"/> Vice President/Dean	<input type="checkbox"/> HR Records