



Faculty Affairs

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Voluntary Reduction in Time Base Requests for Full Time Faculty

The University, at the sole discretion of the appropriate administrator, may grant a request for a temporary reduction in time base for the 2020-2021 academic year to Tenure Track Faculty or those with a full time 3-year appointment making such request. The request should be received as early as possible, and **no later than Tuesday, December 22, 2020 for the spring term. This leave is accompanied by a commiserate reduction in compensation.**

Please enter the following information to enter your request for a Voluntary Reduction in Time Base Leave. You will be contacted with additional paperwork necessary to process your leave request. Additional information about the MOU can be found on our website ([CLICK HERE](#)). The completed form can be sent via email to academicpersonnel@csuci.edu and your program chair with a subject line of Voluntary Reduction in Time Base Request. Please contact Jerilee Petralba at jerilee.petralba@csuci.edu if you would like this form routed to you via Adobe Sign.

_____ Faculty Name	_____ Please enter requested reduction in units
_____ Program	_____ Program Chair
_____ Faculty Signature	_____ Date
_____ Chair Signature	_____ Date
_____ Dean Signature	_____ Date