

Request for Exception to Take Alternate Furlough Day on a Designated UW-Extension Fixed Day

Name _____

Position _____

Address/Telephone _____

Describe the significant instructional event/program that is scheduled on a fixed furlough day, during July 1, 2009- June 30, 2011. Be sure to include why is it crucial for you to be in attendance. Share the consequences of cancelling or rescheduling the event /program

Submit this request by August 31, 2009 to your District Director, Program Director, WNEP Coordinator or other appropriate administrative lead.

Signature : _____ Date _____

Approved _____ Date _____

Denied _____ Hiring Authority/Administrative Lead

Forward to Dean Richard Klemme for final approval

Richard Klemme

Date

Route Approved Requests:

1. UWEX Payroll Office by September 25, 2009
2. Cooperative Extension Budget Office
3. Cooperative Extension HR Office
4. Colleague Requesting Exception
5. Administrative Lead