# CABRINI UNIVERSITY <br> ADJUNCT STATUS REQUEST FORM FOR STAFF 

All Cabrini University Staff (Staff Adjuncts) who will teach on top of their regular assigned duties must complete this form. Staff Adjuncts should consult with their supervisor regarding plans to compensate for missed working hours, either by using accrued vacation time or by working beyond assigned hours in Part 2 below.

## SUBMIT THE COMPLETED FORM TO HR PRIOR TO CONTRACTING

## Staff Adjunct Name:

$\qquad$ ID\#: $\qquad$

## PART 1: TO BE COMPLETED BY THE DEAN



## Credit Hours to Teach:

## PART 2: TO BE COMPLETED BY THE STAFF ADJUNCT

I will make up missed hours by:
Course being taught outside normal working hours

Total number of accrued vacation hours:
Total number of vacation hours to be deducted:
Days/hours to be worked:

Staff Adjunct's Signature: $\qquad$ Date: $\qquad$

## PART 3: TO BE COMPLETED AND SIGNED BY THE STAFF ADJUNCT'S SUPERVISOR, DEAN, AND PROVOST



Approved
I approve of this additional assignment. If alternative arrangements need to be made, I approve those as well.
$\square$ Not Approved

| Supervisor Name: | Signature: | Date: |  |
| :--- | :--- | :--- | :--- |
| Dean Name: | Signature: |  | Date: |
| VP of Employee Name: | Signature: |  | Date: |

