



Pre-Retirement Reduction in Time Base Request Form

INSTRUCTIONS: This form is to be used by faculty to request participation in Pre-Retirement Reduction in Time Base (PRTB) or to request a change in PRTB status. (A space for your comments is provided below.)

| | | |
|--|------------|------------|
| | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">PRINT NAME</td> <td style="width: 50%; border: none;">DEPARTMENT</td> </tr> </table> | PRINT NAME | DEPARTMENT |
| PRINT NAME | DEPARTMENT | |

| BEGIN PARTICIPATION |
|---|
| Effective: Academic Year: _____ |
| Requested Time Base: |
| <input type="checkbox"/> Two-Thirds (2/3) Timebase <input type="checkbox"/> One-Half (1/2) Timebase <input type="checkbox"/> One-Third (1/3) Timebase |

| CHANGE PARTICIPATION | |
|--|--|
| FROM <input type="checkbox"/> Two-Thirds (2/3) Timebase <input type="checkbox"/> One-Half (1/2) Timebase <input type="checkbox"/> One-Third (1/3) Timebase | TO <input type="checkbox"/> One-Half (1/2) Timebase <input type="checkbox"/> One-Third (1/3) Timebase |
| Effective: Academic Year _____ | |

| END PARTICIPATION |
|---|
| <input type="checkbox"/> I wish to end my participation and elect a service retirement in accordance with Article 30 of the Unit 3 CBA. |
| Note: If electing to participate in the Faculty Early Retirement Program (FERP), please submit a FERP application. |

| FACULTY MEMBER'S COMMENTS (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED): |
|--|
| |

- I understand my participation in PRTB shall make me ineligible for sabbatical leaves and leaves with pay in accordance with Article 30. I understand that I shall be considered full-time for the purpose of restrictions on additional employment as provided in Article 30 and 36.

FACULTY MEMBER'S SIGNATURE _____
DATE

| CHAIR'S COMMENTS (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED): |
|--|
| |
| <input type="checkbox"/> RECOMMEND <input type="checkbox"/> DO NOT RECOMMEND |

CHAIR'S SIGNATURE (FORWARD TO DEAN) _____
DATE



Human Resources, Diversity and Inclusion
Academic Talent Management
College Park, Suite 740 / 657-278-8040

DEAN'S COMMENTS (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED):

RECOMMEND DO NOT RECOMMEND

DEAN'S SIGNATURE (FORWARD TO HRDI)

DATE

Please forward to Human Resources, Diversity and Inclusion (CP-740) Academic Talent Management for processing prior to requesting the Vice President's Signature.

VPAA'S /PROVOST'S COMMENTS (ATTACH ADDITIONAL PAGES IF MORE SPACE IS NEEDED):

RECOMMEND DO NOT RECOMMEND

VICE PRESIDENT'S/PROVOST'S SIGNATURE

DATE

C: PERSONNEL ACTION FILE