



## 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.)

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	
<b>FROM</b>	<b>TO</b>
<input type="checkbox"/> Two-Thirds (2/3) Timebase <input type="checkbox"/> One-Half (1/2) Timebase <input type="checkbox"/> One-Third (1/3) Timebase	<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 Employment Services

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-700) Academic Employment Services 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