



FACULTY EXTENDED CONTRACT OPTION ELECTION FORM

This option is available to faculty members on 32-34 week contracts AND who have at least 90 sick days in their sick leave bank. Refer to Article 7.Z of the current faculty agreement.

This form must be completed on or before the second Friday in August for each academic year. Faculty members are encouraged to submit this request before overload is assigned.

It is the Faculty member's responsibility to complete the steps and deliver the form to Payroll, the Dean, and Human Resources.

FACULTY MEMBER NAME	
ACADEMIC YEAR	

STEP 1: OBTAIN PAYROLL SIGN-OFF

As of _____, the above faculty member has _____ accumulated sick days available.

Authorized signature from Payroll/Benefits Department _____
Date

STEP 2: OBTAIN APPROVAL FROM DEAN

Approved (standard) Your baseload will be assigned as follows:

Fall	15 contact hours
Winter	15 contact hours
Early Summer	7 contact hours

Approved (special) Your baseload will be assigned as follows:

Fall	15 contact hours
Winter	15 contact hours
Fall/Winter Supplemental	7 contact hours

Not Approved I do not anticipate the need to offer seven early summer contact hours in courses for which you are qualified. Nor will I grant an exception to the standard elected extended contract.

Dean's Signature _____
Date

STEP 3: PAYROLL AUTHORIZATION

I authorize GRCC to deduct 90 accumulated sick days in exchange for an extended week contract.

Faculty Member Signature _____
Date

STEP 4: COMPLETED FORM GOES TO HUMAN RESOURCES

Copies of completed form go to: Faculty Member Payroll Dean