

## REQUEST FOR TIME AND/OR ALLOCATION SPLIT

To:

Requesting Department:

Pursuant to the appropriate section (10.6.1) of the Collective Bargaining Agreement, the undersigned requests that the chair reassigned time and the related stipend paid pursuant to Section 12.5 be divided and paid as follows:

Reassigned time to the following:

*(Complete for all receiving load credits)*

load credits assigned to

load credits assigned to

load credits assigned to

load credits assigned to

Stipend to be paid to the following:

*(Indicate appropriate choice 1, 2 or 3)*

1.  All to chairperson.
2.  Divided proportionately among those receiving load credits indicated in above section.
3.  Other division as stated below:

The above allocation will be effective for:

*(Please fill in appropriate dates.)*

Fall \_\_\_\_\_

Spring \_\_\_\_\_

Academic Year \_\_\_\_\_ to \_\_\_\_\_

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Requested by:

Chairperson | Date:

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Signature of Dean

Please return original to Marlene Cordero, University Human Resources Administrator,  
Human Resources, Wintergreen Building.