



**VOLUNTARY REDUCTION IN TIMEBASE FOR ACADEMIC YEAR 2020-2021**

*To be submitted by August 1, 2020 for Fall Semester and no later than 30 days prior to Spring Semester*

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Name (Last, First) \_\_\_\_\_ Department/College \_\_\_\_\_

The purpose of this form is to:

- 1.  Request a voluntary reduction in time base for the fall semester
- 2.  Request a voluntary reduction in time base for the spring semester
- 3.  Request a voluntary reduction in time base for both fall and spring semesters

The requested workload reduction is  3 WTUs  6 WTUs

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By signing this, I acknowledge that I understand that there are CalPERS implications, as a reduction in time base reduces service credit accrual in accordance with CalPERS regulations.

_____ Faculty Unit Employee Signature	_____ Date
_____ Department /Division Chair Signature	_____ Date
_____ College Dean Signature	_____ Date