

Employee Request for Exception to Limit on Summer Appointment
(Not for use with Civil Service appointments)

Academic Employee Name: _____ **UIN:** _____

Academic Employee Home Department: _____

I request permission to be employed by the University of Illinois for the following summer period and to receive compensation at the proportionate monthly rate of 1/9th / 1/10th of the Institutional Base Salary (FTE salary plus endowed professorship) during the preceding academic year. By completion of this form:

- a. I certify that the work will be performed during the period for which compensation is requested.
- b. I understand that my professional efforts during the period of the appointment must comply with university policies and must be related to the project(s) supporting my appointment.
- c. I understand that this summer appointment does not accrue or afford me with any vacation benefits.
- d. I also understand that this appointment will be incorporated into my Activity Effort Plan entered in the campus system for documentation of compensation for personnel services.

If funding for the summer appointment is provided from **Sponsored Projects**, I certify that:

- a. Funds are available to pay the proposed summer appointment and the work to be performed will be consistent with the objectives of the work approved by the sponsor.
- b. Any re-budgeting of available funds to permit this appointment does not interfere with previous commitments to student support, equipment, acquisitions, services needed, etc.
- c. The rules of the sponsor providing the funding permit the proposed appointment (in excess of two-ninths summer).
- d. Funding for any 100% FTE summer appointment cannot exceed 95% from sponsored projects.
- e. During summer periods of time associated with effort charged to sponsored funds, I will not take vacation and I will adjust the proportion of effort charged to sponsored funds if greater than 5% of my University effort is spent on non-allowable activities. Non-allowable activities include, but are not limited to: general administrative efforts, proposal development, committee work, teaching and teaching preparation, and/or student advising.

Note: If any of the certification points above cannot be made, then it may not be appropriate for you to be paid for the entire requested time period, or perhaps other options might be available. If you have this situation, then please contact your appropriate business administrator to discuss options.

Justification for Summer Appointment Period(s) and Funding: *CLEARLY document why this work requires your active participation for the proposed summer period(s). Funding must accurately reflect your effort, particularly on sponsored research projects, and justification should address the entire summer period that you plan to work. Detailed justification statements should include the following points, as applicable:*

- *Reference the specific research projects on which work is being performed*
- *Reports that may be due related to specific projects*
- *Number of staff, students, or postdocs being supervised*
- *Activities engaged in but not directly related to the sponsored projects.*

Start Date	End Date	Job FTE	% Funding	Funding / CFOAP

Description of work/deliverables during above appointment period:

(form continued on next page)

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Signatures and Approvals

Signature of Academic Employee Date

Dept/Unit Head, Home Department/Unit Date

Dean/Admin, Home College/Admin Unit Date

Additional approvals (if applicable) Complete only if different than those listed above.

Dept/Unit Head of Appointing Dept/Unit Date

Dean/Admin of Appointing Dept/Unit Date

Please attach the completed/approved form to the HR Front-End transaction.