

Non-Academic Temporary employees are generally limited to working no more than 2080 hours in a 24-month period. Exceptions to this limit are allowed under certain circumstances. Before allowing an employee to exceed this limit, send the completed form with an Appointment Status Form to Human Resources.

Employee Name: \_\_\_\_\_ Employee ID: 000000\_\_\_\_\_

Date of Extension: \_\_\_\_\_

Reason for Extension (Select One):

- Anticipated completion of an on-going project in a short time frame.
- Hiring an individual to deal with an emergency situation that affects the public health, safety or welfare.
- Hiring an individual for a project that is identified for a specific appropriation or time-limited grant.
- The loss of an established position.
- The inability to obtain an established position.
- Other (please explain):

Dean/Director Approval: \_\_\_\_\_