

* Sample Memo *

[Insert date here]

TO: Sandra A. Brown, Vice Chancellor of Research
Office of Research Affairs

FR: Name of Requesting Academic
Title & Step (Effective appointment dates)
Department Name

RE: Request for Voluntary Decrease in Effort

I request authorization to reduce my current appointment from 100% effort (insert appropriate %) to a temporary 75% (insert appropriate %) effort for the period of [month/date/year] through [month/date/year, not to exceed current appointment end date]. I realize that if my appointment is reduced below 50%, this will affect my benefits eligibility (for info, refer to: http://blink.ucsd.edu/Blink/External/Topics/How_To/1,1260,3715,00.html). I am not on an H-1 Visa requiring full employment.

Thank you in advance for your consideration to this request.

Person Requesting Reduction:

Signature: _____ Date: _____
Name/Title:

Signature of PI (required for Project Scientists and Specialists):

Signature: _____ Date: _____
Name/Title:

Signature of Department Chair/ORU Director:

Signature: _____ Date: _____
Name/Title:

Reviewed & Approved by Office of Research Affairs:

Signature: _____ Date: _____
Name/Title: Sandra A. Brown, VC Research

Send completed memo to: ORA Academic Personnel (via email:ora-ap@ucsd.edu, or mail to 0043)