

CALS Temporary Employee – Request to Extend Position

Please submit completed forms to CALSExt.HR@uvm.edu

**Required field*

***Name of Candidate:** _____ ***Department:** _____

***Supervisor:** _____ ***Initial Hire Date:** _____

***NEW Proposed End Date:** _____ ***Average Hours Per Week:** _____

***Reason continued work is required:**

***Chartstring(s) that will fund this position:**

***Is this a change to current funding?** _____ Yes _____ No

Positions funded by non-sponsored projects or general/department funds require approval from Department Chair or [Financial Team](#) Lead, please include this correspondence.

Any changes requested to pay rate or job duties:

***Will any of the work for this position be completed remotely?** _____ Yes _____ No

If yes, a new [Telework Request](#) must be submitted

***Will any work for this position be completed outside Vermont?** _____ Yes _____ No

***If yes, was location approved by the [CALSHR Team](#)?** _____ Yes _____ No

***If yes, is this location intermittent or temporary?** _____ Yes _____ No

Please specify - temporary or intermittent out-of-state work location:

Those approved to work outside VT must renew the [Electronic Out-of-State form](#)