

Request for Extra Days

* In accordance with the terms of Article 10, Section 5, Subd 6 of the 2007-2008 Employment Contract between the Minnesota State College Faculty and Minnesota State Colleges and Universities, it is requested that faculty named below be granted extra days for the 2019/2020 fiscal years.

**Request for Extra Days**

To: President/Designee

 Minnesota West Community and Technical College

Extra Days shall be paid for at the rate of 1/171 per day of the above-named faculty member’s scheduled salary for the 2019/2020 fiscal year for each full day worked.

Faculty Name: Click or tap here to enter text. Year Term: Click or tap here to enter text.

Assignment Type Code: 2234

Days worked: Click or tap here to enter text.

Cost Center: Click or tap here to enter text.

Description of Assigned Work: Click or tap here to enter text.

Signatures:

Faculty Member: Date: Click or tap here to enter text.

Responsible Dean: Date: Click or tap here to enter text.

Provost: Date: Click or tap here to enter text.

Cc: Human Resources

 State MSCF Office

 MSCF Grievance Rep, Jay Vargas, Pam Jensen