

**INSTRUCTIONS FOR USE OF VOLUNTARY WORKLOAD DECREASE FORM FOR UNIT 18**

The Voluntary Workload Decrease Form for Unit 18, as a streamlining measure, replaces the customary departmental documentation and letter of request.

Documentation for voluntary decreases in percent time is this completed form, signed by the requesting Non-senate instructor and the department/unit chair. Please note for Continuing lecturers, please have the lecturer initial if this requested reduction is Temporary or Permanent. This documentation shall be sent to the dean who shall decide whether to approve the request. If approved, the dean shall issue a revised appointment letter.

Non-voluntary decreases in percent time are considered formal reductions in time or layoffs. Please consult with the Division Academic Personnel staff concerning procedures for non-voluntary decreases in percent time.