

**REQUEST FOR FTE REDUCTION EXCEPTION FORM**

Postdoctoral scholars are classified as full-time temporary employees.  Exceptions will be considered by the Vice Chancellor for Research for individuals who are unable to pursue full-time employment (1.0 FTE) because of extenuating circumstances.

**\*\* For International Postdocs please check with OISSS before requesting. \*\***

Department / Division: Click here to enter text.

Dept. HR. Representative: Click here to enter text. Phone: Click here to enter text.

Postdoc Name: Click here to enter text. PID: Click here to enter text.

Current Salary: Click here to enter text. Current FTE: Click here to enter text.

Requested Salary: Click here to enter text. Requested FTE: Click here to enter text.

Requested Effective Date: Click here to enter a date. Requested End Date: Click here to enter a date.

Name of Person Requesting Exception (PI or Mentor): Click here to enter text.

Justification for Request (To be Completed by Mentor):

Click here to enter text.

I hereby agree that this reduction in FTE will not extend beyond the date requested above.

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Faculty Mentor Department Chair/Director/Dean

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Postdoc Vice Chancellor for Research

Please submit form to the Office of Postdoctoral Affairs Human Resources at [opahr@unc.edu](mailto:opahr@unc.edu).