CONFIDENTIAL

**THE PENNSYLVANIA STATE UNIVERSITY**

**Office of the Vice Provost for Faculty Affairs**

**201 Old Main**

**University Park, PA 16802**

**Faculty Work Adjustment Request Form**

**Fall 2021**

The purpose of this form is to assist the University in determining whether, or to what extent, faculty work assignments can be adjusted given the University’s plans to return to a full on-campus learning environment for Fall 2021. This form will be filed separately from the employee's personnel file and treated confidentially.

To be completed by faculty member requesting adjustment and sent to unit HRSP.

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| --- | --- |
| College/Campus: | Department/Unit: |

|  |  |
| --- | --- |
| Request Date: | |
| Employee: | |
| Phone: | Email: |
| Job Title: | |
| Supervisor: | |
| Human Resources  Strategic Partner: | |

**Faculty Work Adjustment Request Form**

Please answer the following questions to assist us in understanding the basis and nature of your request for a work adjustment for Fall 2021. The review team reserves the right to request documentation of health information provided below.

**A.** Indicate health-related reason(s) related to you or members of your household why you are unable to teach or perform other duties in person during the fall 2021 semester:

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**B**. Outline the proposed reduction or elimination of in-person duties:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**C**. Indicate the ways in which you propose to perform your full job duties remotely:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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FOR HR USE ONLY

Action Taken:

**\_\_\_**Deny **\_\_\_**Send to unit for further consideration Date