

# Extension of Clerical/Technical Temporary Appointment

Employee Name: \_\_\_\_\_ PERNR \_\_\_\_\_  
Department: \_\_\_\_\_  
Department Contact: \_\_\_\_\_ Department Phone: \_\_\_\_\_  
Hourly Pay Rate: \_\_\_\_\_ (\*must be at or above the progression minimum hourly rate of a CT level 3)  
Employee Hire Date: \_\_\_\_\_ New End Date: \_\_\_\_\_

## EXTENSION OF CTU TEMPORARY APPOINTMENT BEYOND 180 CALENDAR DAYS

- 1) Submit the extension form to HR Solutions Center prior to the end of the initial 180 calendar days.  
Temporary employees are not authorized to work beyond 180 days without mutual agreement with the CTU.
- 2) If the extension is approved, the employee will begin to accrue vacation and sick leave.
- 3) Extensions are only authorized when a temporary employee fills the position of a regular employee

Describe specific job responsibilities:

Describe anticipated duration of temporary appointment at time of hire:

Specify reasons why additional time is needed:

Describe consequences if request is not approved:

Other comments and considerations:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Employee Relations & CTU use (for extension beyond 180 days)

CTU Agreement: \_\_\_\_\_ ER Agreement: \_\_\_\_\_

If CTU does not agree, reason why: