



Vacancy Pay Form

Conditions

Are salary savings available and approved for vacancy pay?

☐ Yes ☐ No

Will the vacancy be greater than one month, but less than six months?

☐ Yes ☐ No

Has the recruiting process been activated for the vacant position, or is an employee expected to return to fill the vacancy?

☐ Yes ☐ No*

** If no, please provide below details as to why recruiting has not been activated or an employee is not expected to return.*

Employee Information

Employee Name:

Employee ID:

Department Name:

Employee Type:

Full-time

VP/Dean Area:

Reason for Vacancy:

Vacancy Information

Covering Position Title:

Coverage Start Date:

Covering Position Number:

Anticipated Coverage

Covering for Person Name:

End Date:

Covering for Person Number:

Pay Information

Total Amount:

Pay Period Amount:

Requestor Information

Requestor's Name:

Requestor's Title:

Number of Pay Periods:

More Information

Please provide a brief description of the duties the nominee will assume while covering the vacancy.