



The University of Georgia

Voluntary Conversion from Fiscal Year to Academic Year

I, voluntarily request to convert my faculty position from a 12-month fiscal year contract to a 9-month academic year contract in the College of Agricultural & Environmental Sciences.

In doing so, I acknowledge and accept the following conditions:

- 1. My current 12-month fiscal contract will end on
2. My initial UGA 9-month academic contract dates will be
3. My academic year base salary rate will be \$
4. My employee benefits for the summer pay periods will be deducted from the last pay check of the academic year contract period.
5. Any annual leave that I have, not to exceed 360 hours, must be used or paid out prior to the start of the academic year contract.
6. I will not earn annual leave on an academic year contract.
7. I will continue to earn sick leave on academic year contract.
8. The total amount paid for each of the summer pay periods cannot exceed 11.111% of my academic salary rate; however, summer salary cannot be guaranteed.
9. There will be no immediate changes to my work assignment; however, I acknowledge that my work assignment and allocation of effort may be revised during the term of my employment.

--or--

The changes to my duties and responsibilities have been explained to me by my Department Head and are outlined below: [attach additional page(s) as necessary] I acknowledge and accept the changes outlined below and further acknowledge that these duties and the allocation of effort may be revised during the term of my employment.

Four horizontal lines for additional text or notes.

Signature of Employee

Date

Signature of Department Head

Date

Signature of Dean

Date