



for Request:(check one)

StartDate:(anticipated)	<input type="checkbox"/> Vacancy	<input type="checkbox"/> New Position
EndDate:(if applicable)	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> One Time Funding
Total Hours/Week:	<input type="checkbox"/> Mat/Pat Leave	<input type="checkbox"/> Sabbatical Leave
Total Months/Year:	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Education Leave
Hour of Work: (if outside of regular working hours)		
% Full Time:	Name of Incumbent:	

**5. Budget Information:**

Proposed Position Title: \_\_\_\_\_

Budget Code: \_\_\_\_\_

Other Funding Information: \_\_\_\_\_

**6. Employee Group:**

Staff  Faculty

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

**B. ADVERTISING INFORMATION** Please contact Human Resources to discuss advertising options. \*

<input type="checkbox"/> Internal Only (UFV Website & UFV Today)	<input type="checkbox"/> Local Papers (Abbotsford, Chilliwack, Mission & Langley)
<input type="checkbox"/> Other Advertising (provide details below)	<input type="checkbox"/> Workopolis (online version of Vancouver Sun)

\_\_\_\_\_

Abbreviated Title: \_\_\_\_\_

Long Title: \_\_\_\_\_

Salary Scale: \_\_\_\_\_ Position is:  Benched  Classified

Employee Class: \_\_\_\_\_

Position Number: \_\_\_\_\_ Posting Number: \_\_\_\_\_