

**SOUTHERN UNIVERSITY AND A&M COLLEGE
BATON ROUGE, LOUISIANA**

REQUEST TO FILL POSITION SUBJECT TO MANDATORY FURLOUGH

Position Title: _____ **Department:** _____

Reason for Request:

Date Position Vacated: _____ **Previous Employee:** _____

Reason Left: _____

Total Unpaid Furlough Hours Reported: _____ **Total Remaining:** _____

Submitted by: _____ **Approved:** _____
Supervisor **Date** **Department Head** **Date**

Approved: _____ **Approved:** _____
Dean **Date** **Vice Chancellor** **Date**

CONFIRMATION BY HUMAN RESOURCES

Total Unpaid Furlough Hours Recorded for Position _____ Total Hours Remaining _____

Date Position Vacated _____ Classified ___ Unclassified___ Faculty _____

Confirmed by: _____ Title: _____ Date: _____

APPROVAL

APPROVAL IS GRANTED	APPROVAL IS DENIED
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Vice Chancellor for Finance Date	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Vice Chancellor for Finance Date
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Chancellor Date	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Chancellor Date
Date Position Can Be Filled:	*****