

**Coordinator Stipend Conversion Request Form**

Full-time Coordinators may convert their one-step stipend annually to 3 hours release time with Chair/Supervisor approval, which will not be unreasonably denied. See Procedure HRA-001 [Coordinators – Program and Subject\_Discipline](https://department.flemingcollege.ca/hr/attachment/12407/download)

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| --- | --- |
| **Coordinator Name:** |  |
| **Coordinator Position:** |  |
| **School:** |  |
| **Start Date:** |  |
| **\* End Date:** |  |

**\*=** Maximum duration is one year‎ per request form. Requests may be submitted annually, or more frequently if the duration requested is less than one year.

**Coordinator Request**

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| I hereby request that my Coordinator 1-Step Stipend be converted to 3 hours release time. |
| Signature: |  | Date: |  |

**Supervisor Approval**

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| --- | --- |
| Name (PRINT): |  |
| Supervisor Signature:  |  | Date: |  |

Routing: Faculty 🡪 Supervisor 🡪 copy to Payroll Administrator and the Workload Officer