

**Coordinator Stipend Conversion Request Form**

Full-time Coordinators may convert their one-step stipend annually to 3 hours release time with Chair approval.

See Coordinator Procedure HRF-001 <https://department.flemingcollege.ca/hr/attachment/6817/download>

|  |  |
| --- | --- |
| Name of Coordinator: |  |
| 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**

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

**Chair Approval**

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

Distribution:

Chair

Payroll

Workload Officer