

**Request for Exception to APM 600.14, Additional Compensation
UC Riverside -- Fiscal-Year Faculty Only¹**

Name: _____ Date: _____
[mm/dd/yyyy]

I request additional compensation per Academic Personnel Manual (APM) section 600.14-d, for work to be performed during my vacation. I understand that according to this policy additional compensation may not exceed 1/11th of my annual salary, that compensation from State general funds (19900 funds) is not permitted, and that the appropriate number of accrued vacation days must be deducted from my balance.

The funding source² is: _____.

Fund Number(s) to be charged: _____.

The number of accrued vacation days to be deducted from my vacation balance is: _____.³

Please describe the exceptional nature of the request here.

I will perform the work described above starting _____ and ending _____.
[mm/dd/yyyy] [mm/dd/yyyy]

This work represents _____ percent of my effort during this time period.

Sponsored Project Certification: I understand that any percentage of time charged to a sponsored project requires me to be exclusively engaged in the research project for the same percentage of time.

I certify the information above is correct. _____
Faculty Signature Date

Approvals: _____
Department Chair Date

Dean Date

Vice Provost Date

Copies to: Department MSO, Department Chair, Chair, Faculty Member, Dean, Academic Personnel.

¹ CE appointments, please consult with your department administrator to determine your eligibility.
² The use of State general funds may be prohibited, please consult with your department administrator. Various Donor funds may be used. Extramural funds may be used only if additional compensation has been budgeted, or by written special exception.
³ It is the department's responsibility to accurately reflect the summer research appointment in the payroll/personnel system and deduct the approved number of vacation hours.