**REHIRED ANNUITANT REQUEST/EXTENSION**

**FOR ACADEMIC STAFF IN THE COLLEGE OF LETTERS AND SCIENCE**

The employment of retired university employees is intended to address short-term needs of the university and is not to be used as a substitute for hiring on-going employees. Consequently, the appointment period for a retired university employee generally does not exceed one year. Please review the policy on rehired annuitant appointments (<http://www.ohr.wisc.edu/polproced/UPPP/2001.htm>).

All appointments and extensions require Dean’s Office approval. Any new appointment, FTE change or expected job end date change will require a new [Rehired Annuitant Election Form (ET-2319)](http://etf.wi.gov/publications/et2319.pdf) to be completed and sent to 21 N. Park St., Madison, WI 53715.

Please provide the information below and email the completed form to your HR Rep.

**PLEASE CHECK ONE:** new rehired annuitant  extension of rehired annuitant appointment

**EMPLOYEE NAME:** Click here to enter text. **EMPL ID:** Click here to enter text. **Appt. %:** Click here to enter text.

**DEPARTMENT NAME:** Click here to enter text. **JOB TITLE:** Click here to enter text. **PVL #:** Click here to enter text.

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| **NEW HIRE ANNUITANT APPOINTMENT**  **Employing Unit:** Click here to enter text.  **Date of Retirement:** Click here to enter text.  **Begin and end date of new appointment:**  Enter text here.  **to** Enter text here. | **EXTENSION OF CURRENT APPOINTMENT**  **End date of current appointment:** Enter here.  **Extension end date requested:** Enter text here . |

**Please check any of the reasons below that apply to your request for a new appointment or extension of a rehired annuitant.**

The individual is needed on an interim basis while recruiting for a permanent employee or while decisions about the necessity of, or financial support for, the position are completed.

The individual’s expertise and experience are needed for a specific project.

The individual’s salary is fully supported by non-state funds.

Emeriti can be hired to fill teaching, research and other roles when other resources are not available, or the hire is due to the unique aspects of a specific role.

Other exceptional circumstances exist and can be documented.

**Please provide any other details to justify this request:**

Click here to enter text.

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**DEPARTMENT APPROVAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DIVISION APPROVAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**