



## REQUEST FOR TERM/CONTINUING ADDITION TO KLTF EMPLOYEE

This form must be completed, signed and submitted for every requested **addition** to a **KLTF employee**. Additions will be completed only once approval has been provided by Human Resource Services.

School/Site: \_\_\_\_\_

Employee Name: \_\_\_\_\_

### **For TEACHER addition requests:**

1. Employee's **current** FTE (total) including GL breakdown (*eg Total 0.80 FTE – 102-11100*)  
\_\_\_\_\_

2. Proposed addition:

a) FTE added, including GL code(s) & account name(s):  
\_\_\_\_\_

b) Final FTE (original plus addition *eg 1.0 FTE*):  
\_\_\_\_\_

c) Added FTE is:  continuing or  term

d) Is this addition over 0.30 FTE?  Yes  No  
***(If YES to the above - POSITION MUST BE REPOSTED)***

e) Course(s)/subject(s) added: (needed for SDS/SFE entry):  
\_\_\_\_\_

3. Start Date for addition (eg. Sept. 5, 2017): \_\_\_\_\_  
**New** Schedule (required for SFE eg M-F, 8:25 a.m. to 2:52 p.m.):  
\_\_\_\_\_

4. End Date for addition (if term, the latest end date is June 30th): \_\_\_\_\_

5. Principal's signature for addition: \_\_\_\_\_

6. Employee's signature for addition indicating agreement: \_\_\_\_\_

**NOTE:** No additions after April 15<sup>th</sup> for current school year unless extenuating circumstances as approved.

