

TEMPORARY EMPLOYMENT APPROVAL FORM

Temporary positions are set for a duration of 6 months with an option to extend for an additional 6 months if the department has a need, department budget is available, and ACA hours allow it.

- All extension requests must be submitted to **employment@byuh.edu** at least 2 weeks prior to the employee's scheduled end date.
- Budget and line VP approval is required for all temporary positions.
- This form should be attached to the job requisition when created in Workday.

TEMPORARY EMPLOYMENT DETAILS

Job Title:

Cost Center:

Department:

Fund:

Brief Description of the Role:

Why is this position needed or justified?

APPROVALS

Budget Director Signature:

Line VP Signature:

Date:

Date:

Updated December 2024