

Requester:	
Date of Request:	

Request for 6-Month Aged Vacancy Extension

When to use this form:

Per University policy, BPA will deactivate positions that are vacant more than 8 months. Use this form to request a one-time, 6-month extension to continue recruitment efforts. **Route to BPA-01@csus.edu once the form has been signed by the Division VP.**

For Position Management information please visit BPA's website:

<https://www.csus.edu/administration-business-affairs/budget-planning/>

DIVISION	DEPARTMENT
POSITION TITLE	POSITION NUMBER
CLASSIFICATION	TYPE OF POSITION

Justification: Briefly explain the critical nature of the work, how workload has been absorbed while the position has been vacant or what is driving increased workload, and what critical work will not be accomplished or other negative outcomes if position is eliminated.

HAS THIS POSITION BEEN ADVERTISED (POSTED PUBLICLY FOR RECRUITMENT)?	
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Provide details of current recruitment efforts (date publicly posted and recruitment numbers) and current recruitment status (i.e. reviewing applicants, scheduling interviews, etc.).

Approval Signatures			
Office	Name	Signature	Date
Division VP			
BPA			
CFO			
President			