**Place on College letterhead**

**Memo Template #1 – Based on Faculty Member’s Salary + Benefits**

TO: **Requester Name**

FROM: **College Resource Analyst**

DATE: **Date Routing Release Time Request Packet Via Adobe Sign**

SUBJECT: **Release Time Request for Semester Year - Faculty Name**

The attached salary projections cannot be considered final until all possible salary and/or benefits rate adjustments have been finalized. Please ensure you have flexibility to cover any additional costs resulting from salary and benefits rate adjustments. Consult with the College Resource Analyst for updates to the projected costs.

**If you do not wish to proceed with this request, please decline the Adobe Sign Transaction.**

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Requester Signature Date

*Your signature indicates confirmation of funds available for this release time and that you wish to move forward with this request.*

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Faculty Signature Date

*Your signature indicates that you wish to move forward with this request.*

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Department Chair Signature Date

*Your signature indicates approval of this request.*

Thank you.

cc: Department Staff

OFS Analyst