



HUMAN RESOURCES

The UNIVERSITY of OKLAHOMA

The Summer Off Option Application | 2021

This is an application to convert a nonexempt benefits eligible position to the *Summer Off Option*, aligning the position with the academic year. Completed forms with all required signatures should be emailed to debbie.barrett@ou.edu as early as possible, but no later than **May 28, 2021**.

First Name:

Last Name:

Employee ID:

Supervisor's First Name:

Supervisor's Last Name:

Department:

Spring End Date:

*(Your last day working at OU before summer break. You must select a date within this range: **April 24-June 4, 2021**)*

Fall Begin Date:

*(Your first day back to work at OU after summer break. You must select a date within this range: **July 31-August 14, 2021**)*

Signatures Required: By signing below, I confirm that I have read the [*Summer Off Option policy*](#) and understand the impact on the employee's salary and benefits, as well as the impact on the department's operations. I understand that this application does not guarantee or entitle the position conversion.

Employee Signature

Date

Supervisor Signature

Date

Dean or Director Signature

Date

Vice President Signature

Date

Email this completed application to Human Resources at debbie.barrett@ou.edu