

The Personnel Board of Jefferson County  
**STATUS CHANGE REQUEST FORM**  
(FULL-TIME to PART-TIME)

Employee Name:	Employee #:
Job Title:	Change Effective Date:

I request my employment status be changed from full-time (1 FTE) to part-time (<1 FTE). I understand that changing my employment status to part-time may impact my benefits, including, but not limited to accrual of vacation and sick-time and/or access to insurances that may be offered by my jurisdiction. I further understand part-time employees do not accrue seniority in the Merit System and do not have access to certain rights and privileges afforded to full-time Merit System employees.

Employee's Signature	____/____/____ Date
----------------------	------------------------

Department Head Signature	____/____/____ Date
---------------------------	------------------------

Appointing Authority Signature	____/____/____ Date
--------------------------------	------------------------