Academic Year:

Name:       Department:

Last Name, First Name

Employee ID #      Recall Appointment Effective Date

Recall Appointment End Date

|  |  |
| --- | --- |
| **Status at Retirement** | |
| Title & Step: | Senate 9/12 |
| Salary Rate: $ | Non-Senate 11/12 |
| Retirement Date: | |
| Salary including range adjustments since retirement: $ | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Answer all that apply | **SUMMER** | **FALL** | **WINTER** | **SPRING** |
| **Teaching** (list Course #s) |  |  |  |  |
| **Research** (list % of Time) |  |  |  |  |
| **Service** |  |  |  |  |
| **TOTAL** | $ | $ | $ | $ |

|  |
| --- |
| To be completed by the **Dean’s** Office of School or College having jurisdiction: |
| **This recall action: 43% maximum/month: $\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ❑ is a by-agreement stipend for teaching |
| ❑ is an appointment: |
| ❑ at or below 43% |
| ❑ exceeding 43% |
| ❑ extends an existing recall appointment without interruption and: |
| ❑ recall continues at or below 43% |
| ❑ results in the total recall exceeding 43% |
| ❑ is supported by Endowed Chair funds |
| ❑ requires a salary rate in excess of the current published scale (please explain in justification letter) |

INSTRUCTIONS: Attach a detailed letter of justification including the Dean’s endorsement. If appointment exceeds 43%, justification must address reason for exception.

NOTE: A minimum 30-day break in service after the date of retirement is required prior to any recall to active duty. Recall appointments are limited to a maximum of 43% time per month (or for a dollar amount that translates to that equivalent). Departments should advise any academic retiree to consult with the Benefits Office prior to accepting any post-retirement appointment for determining the possible impact of such employment on their retirement benefits.

Dean’s Endorsement Date

Chancellor’s Action Date

**PAGE TWO**

**Additional comments regarding Recall appointment and calculations, if applicable** (section expands when filled out electronically)**:**

|  |
| --- |
|  |

Chair’s/Director’s Signature Date

Recall Title Codes

**1699, Recall Teaching – Non-Represented**

Use for Recalled Lecturers with teaching duties only.

**1700, Recall Teaching**

Use for Recall appointees with teaching duties only.

**1701, Recall HCOMP**

Use for Recall appointees who are members of the Health Sciences Compensation Plan (HSCP).

**1702, Recall Faculty**

Use for Recall appointees with a combination of teaching, research, and/or administrative duties, or research duties only. For teaching duties only, use title code 1700.

**3802, Recall Non-Senate Academic**

Use for Recall appointees such as Academic Coordinators, Academic Administrators, Researchers, Project Scientists, Specialists, Cooperative Extension Advisors, etc.

The **Rehired Retiree Fact Sheet** is available at:

<https://www.apo.ucla.edu/forms/rehired-retirees/uben1039_factsheet>