

LSUA

PS 209 Exemption Request

Name: _____ Semester/Year: _____

I understand that full-time, non-faculty LSUA employees who are invited to teach may teach no more than one course during regular working hours and one course after hours. Staff members teaching during the day for additional compensation are expected to make up the time in consultation with the appropriate Vice Chancellor/Chancellor. All teaching assignments of staff must be approved by the appropriate Vice Chancellor and Chancellor prior to publication of the schedule of classes. **I understand that if this approval is not completed prior to the beginning of the semester, I may not receive additional compensation.**

Department: _____ Course: _____ Days/Time: _____

Department: _____ Course: _____ Days/Time: _____

I agree that I will make up the time in the following manner. (May attach explanation if prefer.)

Employee: _____

Date: _____

Vice-Chancellor _____

Date: _____

Chancellor _____

Date: _____