



SAN LEANDRO UNIFIED SCHOOL DISTRICT

Personnel Services Job Share Request Form

Job sharing shall refer to two teachers, each of whom share between 40 and 60 percent of one full time assignment. At least one of the job-sharing teachers must be a permanent teacher on a regular contract. Applications for a reduced assignment for the following school year shall be filed with the District **no later than March 1**. The District shall send written notification to approve or deny requests by May 1. Article VIII – Job Sharing in the contract between the SLTA and the SLUSD provides more information about job sharing.

PRINT NAME: _____

SITE: _____

I am requesting a job share position for _____ school year.

I currently job share and my partner is: _____

Current FTE: _____

No change in FTE

Request a change in FTE: _____

I currently **do not** have a job share partner. I have discussed my job sharing position with my principal.

Proposed FTE: _____

I have provided my principal with a proposed plan noting the specific days to be worked, planning time usage, attendance at meetings, parent conferencing and report card responsibilities.

Copy of proposed plan noting the specific days to be worked attached.

Return this form to the Personnel Services no later than March 1.