



UNIVERSITY OF SOUTHERN MAINE

Human Resources START Short Work Break Form

Shaded area for Human Resources office use ONLY:

Processed By:	Data Entry Date:	
To ensure accuracy, please complete this form ONLINE		
Prepared By:	Phone:	Date
Deadlines for completed original to Human Resources: AS SOON AS POSSIBLE, but no later than effective date.		

Classified Employees ONLY

Effective START Date _____ (Please use Sunday date After Last Day worked)

Personal Data				
Last Name (LEGAL NAME)	Suffix	First Name (LEGAL NAME)	M.I.	Maine Street Employee ID #
Department			Last Day worked	
Mailing Address (only if different or changing)				
City		State	Zip	

I understand that my benefit payments will go into arrears during those times outside my normal work year. When I return to my normal work schedule, double deductions will be taken from my pay until the amount due for my employee benefits has been paid.

I also understand that any deductions and arrears will be taken from any compensation I may receive during my leave.

Unemployment Benefits are not allowed during the period between successive years or terms and/or, during an established and customary vacation or holiday recess with an educational institution if there is annual written reasonable assurance that the individual will continue to perform these services in the 2nd of these periods per Section 1192,7 of the Maine Employment Security Law.

My signature below acknowledges that I understand that this notice provides me an assurance from the University of Southern Maine that my academic year position is expected to continue at the end of this work break.

Questions about your work schedule should be directed to your supervisor. Questions related to your benefit eligibility should be directed to the Benefits Office (780-5218).

Employee Signature _____ Date _____

REMARKS:

Initiating Office _____ Date _____ please type name

Supervisor _____ Date _____ please type name

Return to: **Payroll Department** - 128 School Street - Gorham Campus

USM Human Resources fsswb