



Miami- Dade County Public Schools

Non-Instructional Acting/Temporary Appointments

Acting/Temporary/Interim Employee Information

Employee Name _____ Employee Number _____
 Beginning Date _____ Anticipated Ending Date _____

	FROM	TO
Work Location Name		
Work Location Number		
Pac Number		
Job Code		
Job Title		
Pay Code		
Pay Grade		
Function		
Program		
Object		

Reason for Request

Bargaining Unit: UTD AFSCME DCSMEC FOP CONFIDENTIAL EXEMPT

Type of Assignment

Temporary

Acting

Interim

Reason for Appointment

Open/Unencumbered

Incumbent on Worker's Compensation

Incumbent type of Leave

Medical

Personal

Temporary/ Military Duty

Maternity

Educational

Other (Specify)

Incumbent's Name _____ Incumbent's Employee Number _____

Comments: _____

Temporary Employee's(Signature) _____ **Date** _____

Print Name of Administrator _____

Administrator's Approval (Signature) _____ **Date** _____