

Reduced Effort Request Letter– Academic Clinician Track

DATE

Michael S. Parmacek, MD
Chair, Department of Medicine
Perelman Center for Advanced Medicine
6th Floor, South Pavilion

Dear Dr. Parmacek,

This letter is to formally request a __% reduction in effort (**may not be greater than 20%**) of my appointment as *[Assistant, Associate, or full Professor]* in the Academic Clinician Track of the Department of Medicine for the purpose of *[serious illness or injury, care of an ill family member, care of dependent children, or elder care]*, for the period of *[dates – not to exceed one year]*.

In addition, a reduction in effort is always accompanied by a proportional reduction in salary and in those benefits, such as life insurance and retirement contributions, that are salary-based. Per the revised policy, effective June 1, 2018, there is no limitation on the years of reduced effort.

Please indicate your approval of my reduced effort on the bottom of this letter as indicated.

Sincerely,

[Faculty Candidate]

[Division Chief]
Chief, Division of _____

Michael S. Parmacek, MD
Chair, Department of Medicine