



Peralta Email Access Extension Request Form

Please complete this form if you retired or resigned from the Peralta Community College and require extended access to Peralta employee email. Request is subject to approval. Period of extended email access cannot exceed a period of six months. Please review the [Peralta Community College District Administrative Procedure 3720](#) regarding regulations related to email use. Send the completed and signed form to the Office of Employee Relations for review and approval.

Employee Information

Name (First and Last)	
Employee ID	
Work Location	
Date of Resignation or Retirement	
Position/Title	
Employee Group (select one)	Management <input type="checkbox"/> Classified <input type="checkbox"/> Full-time Faculty <input type="checkbox"/> Part-time Faculty <input type="checkbox"/> Short-term Hourly <input type="checkbox"/>

Requested Period of Extended Peralta Email Access

Start Date: _____ End Date: _____

Please provide brief justification for extended email access (required)

Employee Signature _____ Date Signed _____

For District Use Only:

Request Approved Yes No

Comments

VC for Human Resources and Employee Relations: _____ Date _____