

# Crisis Staffing

Unit / Department:

Crisis Period:

A. Budgeted FTEs:

B. Actual Vacancies (FTEs):

C. FTEs in Orientation::

D. FTEs on Leaves of Absence:

E. Other Qualifying Vacancies (FTEs):   
*(document reason)*

F. Total Functional Vacancies:  
(B + C + D + E)

G. % Vacancy (F/A):

“Crisis” Conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected FTE Gains / Losses:  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Length of Crisis:  
\_\_\_\_\_  
\_\_\_\_\_

Plan:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Director: \_\_\_\_\_  
*(To be kept with Monthly Financial Reports)*

Date: \_\_\_\_\_