

Date: _____

Subject: Request to hire relative in the same department/division

The department of _____ is requesting approval to hire the candidate below who currently has a relative employed within our department/division/college.

Candidate Information

Employed Relative

Name: _____

Name: _____

Position Title: _____

Position Title: _____

Department/Division: _____

Department/Division: _____

Supervisor: _____

Relationship: _____

Supervisor: _____

There will not be any supervisory line of authority (direct/indirect) between the candidate and the employed relative. Please see below for the appropriate work-related interaction:

These individuals may interact in a work-related capacity. However, the interaction will not violate the Nepotism policy.

These individuals will not have any work-related interaction.

Nepotism Management Plan required? Yes No (If yes, please attach prior to forwarding to next level.)

(Supervisor of Position Print Name)

(Signature)

(Date)

(Manager/Director level Print Name)

(Signature)

(Date)

(Administrator/CNO level Print Name)

(Signature)

(Date)

(Senior Leadership Member Print Name)

(Signature)

(Date)

Forward to UKHC Special Leaves and Nepotisms at ukhcspecleave@uky.edu.
DO NOT SEND DIRECTLY TO EVPHA.

(EVPHA or Designee Print Name)

(Signature)

(Date)

