

**VACANCY REFILL RULE APPEAL**

**Instructions:** Vacancy appeals shall be submitted to [VacancyRule@wildlife.ca.gov](mailto:VacancyRule@wildlife.ca.gov) within 7 calendar days of receiving notification. Early appeals will not be reviewed and must be re-submitted upon notification. All appeals shall be reviewed by the respective Branch Chief, Regional Manager, or Deputy Director prior to submission.

Completed by:		
Branch Chief/Regional Manager/Deputy Director:		
<b>Section I. Position Information</b>		
Region/Branch/Program:		
RPA Number:		
Position Number:		
Reporting Structure:		
Project ID:		
<b>Section II. Timeline of Events</b>		
Vacancy Date:		
Is employee burning leave?	<input type="checkbox"/> No <input type="checkbox"/> Yes – final separation date:	
RPA Routed to HRB Date*:		
<i>*This is the date the RPA was approved by <b>all</b> Program Approvers</i>		
Advertisement Date:		
Total Applications Received:		
Interview Date(s):		
If applicable, provide re-advertisement data below:		
Re-advertisement Date(s):	Applications Received:	Interview Date(s):
1.	1.	1.
2.	2.	2.
3.	3.	3.
<b>Section III. Justification &amp; Request</b>		
Please clearly describe the reason(s) that the position has not been filled in the last 6 months and why special consideration should be given to allow more time.		

**VACANCY REFILL RULE APPEAL**

If approved, how much additional time would be needed to fill the vacancy and why?

--

**This section is completed by the Human Resources Branch**

**Section IV. Approvals**

ERC Recommendation:	<input type="checkbox"/> Approve – Extension Granted: _____ months
	<input type="checkbox"/> Deny – specify reason below
	ERC recommends denial for the following reasons:
Chief Deputy Director:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date program notified:	