

PRE-RETIREMENT CONTRACT APPLICATION FORM

PLEASE COMPLETE AND EMAIL TO:

Human Resources Service Centre, Division of University Operations: hrservicecentre@adelaide.edu.au

This form is to be used by a staff member to apply for a pre-retirement contract. Please ensure you have read the [Pre-Retirement Contract Procedure](#) before completing your application.

STAFF MEMBER DETAILS

Staff ID: School/Branch:

Position Title: Position no. (if known):

Title: Family name: Given names (in full):

Current hours of work: Full-time ☐ Part-time hours (per week)

PROPOSED PRE-RETIREMENT CONTRACT DETAILS

Proposed loading: ☐ 10 % (minimum) or %

Proposed commencement date: Proposed end date:

PROPOSED WORK PATTERN

Will the weekly hours change as part of the pre-retirement contract? ☐ No ☐ Yes (If yes, complete the table below)

	WEEK ONE						WEEK 2 (Pay week)					Total Hrs
	Mon	Tue	Wed	Thurs	Fri	Total Hrs	Mon	Tue	Wed	Thurs	Fri PAY DAY	
Dates	--/--/--	--/--/--	--/--/--	--/--/--	--/--/--		--/--/--	--/--/--	--/--/--	--/--/--	--/--/--	
Work Hours												

Please enter work hours in decimal format. 1 full day = 7 hours and 21 minutes (decimal = 7.35 hours) / 1.0 FTE
NOTE: HOURS CANNOT EXCEED 8 HOURS PER DAY

STAFF MEMBER

Name: Signature: Date:

SUPERVISOR
☐ Recommended ☐ Not recommended

Comments to support application:

Name:Signature:Date:

HEAD OF SCHOOL/BRANCH
☐ Recommended ☐ Not recommended

Comments to support application:

Name:Signature:Date:

AREA MANAGER AUTHORISATION
☐ Approved ☐ Not approved

Comments (if approved):

Name:Signature:Date:

For VC/COO approval of Level E and/or loading which exceeds 25% of salary, please email the application to the HRservicecentre@adelaide.edu.au for HR to facilitate seeking this approval.

VICE-CHANCELLOR AND PRESIDENT (ACADEMIC STAFF) / CHIEF OPERATING OFFICER (PROFESSIONAL STAFF)
☐ Approved ☐ Not approved

Comments (if not approved):

Name:Signature:Date:

If you have any questions, please contact the HR Service Centre via ext: 31111 or email hrservicecentre@adelaide.edu.au.