



Allowances and Loadings

Prefix Name Surname

Loading – Request for the PROVOST Academic or COO for Professional Staff Approval

1. Purpose

The PROVOST Academic or COO for Professional staff approval is sought for the payment of a loading in excess of 25% of maximum [Position classification, e.g., HEO 10, Level E] base salary to [Prefix Name Surname] for the period [loading start date; usually contract start date] to [loading/contract end date, no longer than 3 years].

2. Background and Discussion

[Provide the background and reasoning for seeking the payment of a loading in excess of 25% of the maximum salary step of the position's classification. Include:

- Relevant information about the employee (e.g., brief employment history with the University, the skills and/or experience which warrant the loading amount, etc.)
- Relevant information about the position (explain why there is a requirement to pay a loading in addition to the base salary, e.g., market rate for similar position in a private industry).
- Other relevant information as appropriate]

The recommended loading is over xx% the maximum [Position classification] base salary.

Attachments (below)

A: Supporting documentation/emails A

B: Supporting documentation/emails B

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Attachment A

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