

LOADING & PERFORMANCE BONUS REQUEST FORM

This form is to be used to request a loading or performance bonus to be paid to an existing staff member. The form must be accompanied by supporting documentation. Please refer to [Loadings, Allowances and Performance Bonus Procedure](#) for specific details.

Complete and forward a scanned copy of the form and attachments to the [Human Resources Service Centre](#) for processing.

STAFF MEMBER DETAILS	
Staff ID: Position Title : School/Branch: Work Phone: Title: Family Name: Given Names:	
TYPE OF LOADING REQUEST	
<input type="checkbox"/> Full Course Co-ordination <input type="checkbox"/> Most Complex Course Co-ordination <input type="checkbox"/> Program Co-ordination Reason: <i>(Please provide a rationale for the specific loading. Attach documents if needed).</i> :	
<input type="checkbox"/> Attraction/Retention Loading <input type="checkbox"/> Responsibility Loading Loading amount: \$ *Express as FTE, fixed dollar annual amount. (This will be pro-rated for part-time staff) *Loadings do not increase with pay increases and are not superannuable except as required to meet the Superannuation Guarantee with respect to superannuation payable on Ordinary Time Earnings. Loadings in excess of 25% of maximum base salary will be forwarded to the Vice-Chancellor and President for consideration. Ensure a justification is provided as a separate attachment to the form. Loading duration: Commencement date: End date: Please note: Loadings may only be granted for a maximum period of three years, after which the loading will cease Reason: <i>(Please provide a rationale for the specific loading and supply supporting evidence. Attach documents if needed).</i> :	
<input type="checkbox"/> Performance Bonus Lump Sum Payment: \$ Reason: <i>(Please provide a rationale for the specific loading and supply supporting evidence. Attach documents if needed).</i> :	
RECOMMENDATION	
Supervisor: Name: Signature: Date:	Head of School/Branch: This loading can be funded from existing budget Yes <input type="checkbox"/> No <input type="checkbox"/> If No, where will the budget come from? Name: Signature: Date:
AUTHORISATION	
Executive Dean/Corporate Manager/Divisional Head (For approval) Approved: <input type="checkbox"/> Not approved <input type="checkbox"/> Name: Signature: Date: *The Vice-Chancellor and President's approval is required for loadings of more than 25% of salary. (Refer to Loadings, Allowances and Performance Bonus Procedure for details). On receipt of this form in the HR Branch, arrangements will be made to seek approval from the Vice Chancellor and President via a Memo.	

Remuneration and Benefits Handbook	Loadings, Allowances and Performance Bonus Procedure	Effective Date:	5 February 2016	Version 1.0
Authorised by	Chief Operating Officer and Vice-President (Services and Resources)	Review Date:	5 February 2019	Page 8 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			