

PRE-RETIREMENT CONTRACT APPLICATION FORM

Please complete, scan and email to: hrrservicecentre@adelaide.edu.au

This form is to be used by a staff member to apply for a pre-retirement contract.

STAFF MEMBER DETAILS				
Staff ID		School/Branch		
Title	Family name	Given names		
Position Title	Position no. (if known)			
Current hours of work	<input type="checkbox"/> Full time <input type="checkbox"/> Part Time		If part-time, indicate weekly hrs (Note – Full time = 36.75 hrs)	hrs

PROPOSED PRE-RETIREMENT CONTRACT DETAILS	
Proposed loading (Min = 10%)	<input type="checkbox"/> 10 % (minimum) or %

Proposed commencement date	Proposed end date
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Weekly hours												
Will the weekly hours change as part of the pre-retirement contract?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, complete the Work pattern table below.											
	Work pattern week 1 (Proposed)						Work pattern week 2 (Pay week)					
	Mon	Tues	Wed	Thur	Fri	Total hrs	Mon	Tues	Wed	Thur	Fri	Total hrs
Hrs												
Mins												

Staff member signature	Date

Supervisor recommendation	
Supervisor	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended
Comments to support	
Name	
Signature	Date

Head of School/Branch	<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended
Comments to support	
Name	
Signature	Date

Area Manager authorisation	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved
Comments (If not approved)	
Name	
Signature	Date

Approve loading which exceeds 25% of salary	
Provost (Academic Staff) Chief Operating Officer (Professional Staff)	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved
Comments (If not approved)	
Name	
Signature	Date