

ACTING APPOINTMENT REQUEST FORM

PLEASE COMPLETE AND FORWARD TO:
Human Resources Branch, Division of Services and Resources

To determine if this form should be complete please review the [Managing Temporary Vacancies or Leave of Absence Toolkit](#).

This form should not replace Higher Duties or Secondment arrangements.

STAFF MEMBER DETAILS

Staff ID: _____ School/Branch: Work phone:

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

ACTING APPOINTMENT DETAILS

Position title: Position No (if known):

Name of current incumbent (or previous if applicable):

Period of acting appointment: Start: End date:

Reason for acting appointment (*ie: fill a vacant position*):

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Attach Key Performance Indicator's (KPI's) (if relevant)

RESPONSIBILITY LOADING (if applicable)

Loading amount:\$ **(please provide the full-time equivalent per annum amount. This will be pro-rated for part-time staff)*

*The loading will be expressed as a fixed dollar amount that does not increase with salary increments or with pay increases to the base salary.

RECOMMENDATION

Head of School/Branch Head (*To recommend approval of the Acting Appointment*)

Name: Signature: Date:

STAFF MEMBER'S DECLARATION

I, accept the Acting Appointment as described above. I agree that all other terms and conditions of my employment remain unchanged.

Signature: **Date:**

Please retain a copy for your own records

FINANCIAL CONSIDERATION

Faculty/School/Branch (Finance Manager):

This loading can be funded from existing budget: **Yes** **No** If No, where will the budget come from?
.....

Name: Signature:..... Date:
.....

AUTHORISATION

Executive Dean/Divisional Head (For approval) **Approved:** **Not approved:**

Name: Signature:..... Date:
.....

*The Vice-Chancellor & President's approval is required for loadings of more than 25% of salary. (Refer to [Loadings, Allowances and Performance Bonus Procedures](#) for details). On receipt of this form in the HR Branch, arrangements will be made to provide relevant documents to the Vice Chancellor & President.

Remuneration and Benefits Handbook	Acting Appointment Request Form	Effective Date:	10 December 2014	Version 1.1
Authorised by	Director, Human Resources	Review Date:	31 December 2015	Page 2 of 2
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