# Remuneration and Benefits Handbook

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| **ON CALL AND STANDBY ALLOWANCE PAYMENT CLAIM FORM** |

**PLEASE COMPLETE AND FORWARD TO:**

Human Resources Branch, Division of University Operations

This form is to be used by professional staff below HEO8 level to claim payment for on-call and standby allowance. This form does not apply to professional staff covered by the ITS On Call Agreement.

The on-call and standby allowances for staff below HEO8 are based on the base hourly rate for an HEO4/1. Monday to Friday 7.5% of HEO4 hourly rate for each hour

Saturday to Sunday 10% of HEO4 hourly rate for each hour Public Holidays 15% of HEO4 hourly rate for each hour

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| **STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)** |
| Staff ID: School/Branch: .......................................................................................... Work phone: ........................Title: ...................... Family name: ......................................................... Given names *(in full):* ................................................................... |

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| **PAY PERIOD** |
| Start Date: .Click or tap to enter a date. End Date: Click or tap to enter a date. |
| **AN INDIVIDUAL CLAIM FORM IS REQUIRED FOR EACH PAY PERIOD** |

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| **DETAILS OF HOURS WORKED** |
| **DESCRIPTION** | **NUMBER OF HOURS ON CALL** | **RATE PAYABLE** | **HR USE ONLY** |
| Weekday hours on call |  | $2.71 per hour |  |
| Saturday/Sunday hours on call |  | $3.61 per hour |  |
| Public Holiday hours on call |  | $5.42 per hour |  |

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| **AUTHORISATION (ALL SIGNATURES REQUIRED)** |
| **Staff Member**Signature: ................................................................................................................................................ Date: ....................................... |
| **Supervisor**Confirmation of hours worked.Name *(please print):* .....................................................................................................................................................................Signature: ................................................................................................................................................ Date: ....................................... |
| **Head of School/Branch**Name *(please print):* .....................................................................................................................................................................Signature: ................................................................................................................................................ Date: ....................................... |

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| **Remuneration and Benefits Handbook** | **On Call & Standby Allowance Claim Form** | **Effective Date:** | **2 July 2022** | **Version 1.8** |
| **Authorised by** | **Director, Human Resources** | **Review Date:** | **26 August 2024** | **Page 1 of 1** |
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