

## 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

- Full Course Co-ordination     
  Most Complex Course Co-ordination     
  Program Co-ordination

Reason: *(Please provide a rationale for the specific loading. Attach documents if needed):* .....

- Attraction/Retention Loading     
  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: *(Please provide a rationale for the specific loading and supply supporting evidence. Attach documents if needed):* .....

- Performance Bonus      Lump Sum Payment: \$.....

Reason: *(Please provide a rationale for the specific loading and supply supporting evidence. Attach documents if needed)* .....

### RECOMMENDATION

**Supervisor:**

Name: .....

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

**Head of School/Branch:**

This loading can be funded from existing budget    Yes     No

If No, where will the budget come from?  
 .....

Name: .....

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

### APPROVAL

Executive Dean/Corporate Manager/Divisional Head (for approval)       Approved:       Not Approved

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

### ADDITIONAL APPROVAL

\*Approval is required from the Vice-Chancellor and President (academic staff) or the Chief Operating Officer (professional staff) for loadings of more than 25% of the staff member's salary. [Loadings, Allowances and Performance Bonus Procedure](#) (for details). On receipt of this form, the HR Branch, will seek approval from the Vice-Chancellor and President or Chief Operating Officer (as appropriate)

Remuneration and Benefits Handbook	Loadings, Allowances and Performance Bonus Procedure	Effective Date:	29 April 2022	Version 1.2
Authorised by	Chief Operating Officer	Review Date:	28 April 2025	Page 1
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