

## PRE-RETIREMENT CONTRACT APPLICATION FORM

Please complete, scan and email to: [hrrservicecentre@adelaide.edu.au](mailto: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    %
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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

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

### Area Manager authorisation

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

### Approve **Level E and/or** 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