

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. Standard hrs per						
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
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Supervisor	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not recommended
Comments to support application		
Name		
Signature		Date

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

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

For VC/COO approval of Level E and/or loading which exceeds 25% of salary, please email the application to the HRservicecentre@adelaide.edu.au for HR to facilitate seeking this approval

Vice-Chancellor and President (Academic Staff) Chief Operating Officer (Professional Staff)	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
Comments (If not approved)		
Name		
Signature		Date