## Human Resources

Allowances and Loadings

**Prefix Name Surname**

Loading – Request for the PROVOST Academic or COO for Professional Staff Approval

1. **Purpose**

The PROVOST Academic or COO for Professional staff approval is sought for the payment of a loading in excess of 25% of maximum [Position classification, e.g., HEO 10, Level E] base salary to [Prefix Name Surname] for the period [loading start date; usually contract start date] to [loading/contract end date, no longer than 3 years].

**2. Background and Discussion**

[Provide the background and reasoning for seeking the payment of a loading in excess of 25% of the maximum salary step of the position’s classification. Include:

* Relevant information about the employee (e.g., brief employment history with the University, the skills and/or experience which warrant the loading amount, etc.)
* Relevant information about the position (explain why there is a requirement to pay a loading in addition to the base salary, e.g., market rate for similar position in a private industry).
* Other relevant information as appropriate]

The recommended loading is over xx% the maximum [Position classification] base salary.

**Attachments (below)**

A: Supporting documentation/emails A

B: Supporting documentation/emails B

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| **HR Handbook** | **Allowances and Loadings** | **Effective Date:** | **1 October 2014** | **Version 1.0** |
| **Authorised by** | **Associate Director, HR Shared Services** | **Review Date:** | **1 October 2017** | **Page 3 of 3** |
| **Warning** | **This process is uncontrolled when printed. The current version of this document is available on the HSW Website.** | | | |

**Attachment A**

##### **Attachment B**