

## ACTING APPOINTMENT REQUEST FORM

**PLEASE COMPLETE AND FORWARD TO:**  
Human Resources Branch, Division of Services and Resources

To determine if this form should be complete please review the [Managing Temporary Vacancies or Leave of Absence Toolkit](#).

This form should not replace Higher Duties or Secondment arrangements.

### STAFF MEMBER DETAILS

Staff ID: \_\_\_\_\_ School/Branch: ..... Work phone: .....

Title: ..... Family name: ..... Given names (in full): .....

### ACTING APPOINTMENT DETAILS

Position title: ..... Position No (if known): .....

Name of current incumbent (or previous if applicable): .....

Period of acting appointment: Start: ..... End date: .....

Reason for acting appointment (*ie: fill a vacant position*): .....

.....

.....

*Attach Key Performance Indicator's (KPI's) (if relevant)*

### RESPONSIBILITY LOADING (if applicable)

**Loading amount:** .....\$ *\*(please provide the full-time equivalent per annum amount. This will be pro-rated for part-time staff)*

\*The loading will be expressed as a fixed dollar amount that does not increase with salary increments or with pay increases to the base salary.

### RECOMMENDATION

**Head of School/Branch Head** (*To recommend approval of the Acting Appointment*)

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

**STAFF MEMBER'S DECLARATION**

I, ..... accept the Acting Appointment as described above. I agree that all other terms and conditions of my employment remain unchanged.

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

*Please retain a copy for your own records*

**FINANCIAL CONSIDERATION**

**Faculty/School/Branch (Finance Manager):**

This loading can be funded from existing budget: **Yes**  **No**  If No, where will the budget come from?  
.....

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

**AUTHORISATION**

**Executive Dean/Divisional Head (For approval)**      **Approved:**       **Not approved:**

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

\*The Vice-Chancellor & President's approval is required for loadings of more than 25% of salary. (Refer to [Loadings, Allowances and Performance Bonus Procedures](#) for details). On receipt of this form in the HR Branch, arrangements will be made to provide relevant documents to the Vice Chancellor & President.

Remuneration and Benefits Handbook	Acting Appointment Request Form	Effective Date:	10 December 2014	Version 1.1
Authorised by	Director, Human Resources	Review Date:	31 December 2015	Page 2 of 2
Warning		This process is uncontrolled when printed. The current version of this document is available on the HR Website.		