

Reason

Please provide the reason for this appointment. For example:
- replacing a person on leave or what additional duties will be undertaken
- how the role is shared with another staff member
- whether the employee's overall fraction is increasing and they are performing two roles (please provide percentage or hours worked per day in each position in this situation)

Authorisation

Recommendation
As the supervisor, I acknowledge it is my responsibility to advise the HR Service Centre if this higher duties allowance/acting appointment is to cease at an earlier date for any reason and in particular where:
- A person is appointed by CSCS to the vacant position
- The substantive incumbent returns to work on a date earlier than the expected end of the authorised leave of absence.

Supervisor _____
Name Signature Date

Prior to forwarding to the employee for acceptance, please obtain the necessary authorisation

Approval
General Manager _____
Name Signature Date

Acceptance

I accept this formal variation of my substantive appointment on the conditions set out on this form and understand:

- At the conclusion of this period I will return to my substantive position and fraction;
- I will return to my substantive position at an earlier date where:
 - A person is appointed by CSCS to the vacant position
 - The substantive incumbent returns to work on a date earlier than the expected end of the authorised leave of absence;
- All other terms and conditions of my employment are unchanged.

Employee _____
Name Signature Date