

Please refer to the [Employment Variation](#) webpage before completing this form.

Supervisors must submit a fully completed Employment Variation form, with all required approvals, at least two weeks prior to the employee's variation commencement date to ensure accurate pay and conditions are applied from the start of the variation.

EMPLOYEE'S DETAILS

Employee's name: Employee number:

Work unit:

VARIATION DETAILS

Start date: End date:

Relieving appointment:

Relieving position:

Substantive occupant:

Reason for relieving appointment:
.....
.....

Percentage relieving (for part-time employees, ensure percentage is pro-rata):%

Position Description must be provided by supervisor.

Employees who ordinarily report to the position will report to the relieving employee for the duration.

Variation in hours:

Substantive fraction prior to variation:% Fraction during variation:%

For part-time professional employees, indicate the daily hours to be worked:

Week 1 commencing/...../.....: Mon..... Tues..... Wed..... Thurs..... Fri.....

Week 2 commencing/...../.....: Mon..... Tues..... Wed..... Thurs..... Fri.....

Request is for a permanent change in hours.

Secondment:

Seconded position:

Reason for secondment:
.....
.....

Base classification of seconded position (HEW or ACAD):

Position Description must be provided by supervisor.

Please consider reporting line impacts and hr@scu.edu.au if changes are required.

RECOMMENDATION AND APPROVAL

- 1. Supervisor’s recommendation: Date:
- 2. Director, People Partnering and Services: Date:
(for all additional responsibilities requests)
- 3. Finance Business Partner approval: Date:
- 4. Head of Work Unit approval: Date:
- 5. Releasing Head of Work Unit approval: Date:
(inter-work unit secondments)
- 6. Executive approval: Date:
(variations greater than 12 months)

EMPLOYEE’S ACKNOWLEDGMENT AND ACCEPTANCE

To be completed after all prior approvals have been received

I accept this variation on the terms specified above. However, I understand should the University wish to discontinue this variation for any reason, I will be provided with at least four weeks written notice that the variation is to conclude, at which time I will revert to my substantive appointment with the University.

Employee’s signature: Date:

Privacy notice

Southern Cross University collects, stores and uses personal information for the purposes of administering recruitment and employment. The information collected is confidential and will not be disclosed to third parties without your consent, unless we are required by law. The requested information is required to facilitate your employment; it is not required by law. To access or update your information please contact hr@scu.edu.au. For further information refer to the University’s [Privacy Management Plan](#).

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