

*This form is used where the Head of a Work Unit elects to transfer their authority to approve leave, attendance and/or casual pay claims as listed below to a manager/supervisor (at HEW5 level or above) within their work unit. Depending on the authority transferred, the nominated manager/supervisor will be able to approve:*

- *leave and/or attendance within MyHR for employees who report to them; and/or*
- *casual pay claims for all casual employees within the work unit.*

*A copy of the completed approved authority is to be emailed to HR Services using the submit button below.*

*If approval authority is to revert back to the Head of Work Unit, HR Services must be informed of the change by memo or email.*

*Note: If an employee formally relieves in a Head of Work Unit's position, they will automatically assume the delegations of the position for the period of the relieving appointment and this form will not be required.*

**AUTHORITY GIVEN TO:**

Position title: .....

Current occupant: .....

Work unit & location: .....

**AUTHORISATION**

I transfer my authority to approve the following HR matters to the above manager/supervisor:

Leave

- Annual leave
- Personal leave
- Carer's leave
- Special leave
- Compassionate leave
- Community service
- Exam leave

Attendance

- Timekeeper attendance records
- TOIL (taking of TOIL only) - *accrual of OT, TOIL and additional hours require prior Head of Work Unit approval.*
- Taking of study time (professional employees)

Casual pay claims

Head of Work Unit: ..... Date: .....

*[\*emailing this form from the Head of Work Unit's official University email address will meet the signature requirements]*

**SUBMIT**

**HR SERVICES USE ONLY:**

Position No.: .....

Position Authority Level changed in Aurion ..... Date: .....

*Note: After action in Aurion has been completed, this authority is to be filed in the Register of Delegation/Approval Authority Transfers.*