ON-CALL AND CALL BACK ALLOWANCE CLAIM FORM

- Forms are to be submitted to hr-professionalserviceshub@monash.edu with the relevant signatures in the following fortnight within which the on-call/call back was rostered and completed in.
- Meal allowance provisions for call back are as per overtime provisions.
- On-call allowances cease for all time paid as call back
- Please return completed forms to Monash HR, Monash University VIC 3800 OR by email to hr@monash.edu

<table>
<thead>
<tr>
<th>Staff Name: .........................</th>
<th>Staff No: .........................</th>
<th>HEW Level: .........................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Signature: .........................</td>
<td>University-provided smartphone? Yes ☐ No ☐</td>
<td></td>
</tr>
</tbody>
</table>

| Date | Wage Type | Start Time | Finish Time | Total Hours | Wage Type | Start Time | Finish Time | Total Hours | Remote or On-site R / O | Dial in Wage Type | Dial in Allow. | Meal Allow. | Reason for call back consistent with ITS’ Services Catalogue |
|------|-----------|------------|-------------|-------------|-----------|------------|-------------|-------------|----------------|-------------------|---------------|-------------|-------------|----------------------------------------------------------|
|      |           |            |             |             |           |            |             |             |                 |                   |               |             |             |                                                          |

HR Date received: [DD/MM/YYYY]
HR initials: [Initials]

Wage Type:
- 2120 On-call Mon-Fri
- 2121 On-call Sat-Sun
- 2122 On-call Uni holidays
- 2118 Call back M-Sat (first 3 hrs)
- 2119 Call back M-Sat (double time)
- 2123 Call back Sunday
- 2130 Call back Uni Holidays
- 2131 Call back HEW 8/9
- 4012 Dial in Allowance Mon-Fri
- 4013 Dial in Allowance Sat-Sun

If different from normal:
- Code Account:
- Supervisor Signature
- Cost Centre:
- Approver Signature
- Fund:
- Print Name
- Print Name

Supervisor Signature
Approver Signature

(Director/Capability Manager)