MONASH University

# Pre-Retirement Appointment Application Form

Appointment to a fixed term appointment for Pre-Retirement Purposes will be in accordance with provisions of the relevant Enterprise Agreement.

**Eligibility:** Note that staff in continuing employment are eligible to participate in the scheme when they are within five years of being eligible to receive a retirement benefit from their superannuation scheme. Staff do not have to be full-time (1.0 EFT) to be eligible.

## Section 1 – Staff Member's Details

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Personnel Number | | | | | | | | | |

| | |
|---|---|
| Family Name | Given Names |
| Position Title | |
| Faculty/Division | Department/School/Section |
| Substantive Appointment Fraction (EFT) | Payscale group (Classification) |

## Section 2 – Fractional Appointment Scheme Details

| Proposed Fraction of appointment under Pre-Retirement Appointment (EFT):[1] | Proposed length of fixed term contract:[2] | Proposed commencement date: |
|---|---|---|
| | years | / / |

[1] Pre-Retirement appointments are to be limited to fractions of not less than 0.3 and not more than 0.8 of full-time

[2] Eligible Staff will transfer to a fixed-term fractional contract of no greater than five years in length.

## Section 3 – Staff Member's Agreement

1. I am applying to reduce the fraction of my appointment in accordance with the provisions of the relevant Enterprise Agreement.

2. Subject to my application being approved I acknowledge and agree that:

   (i) my fraction of appointment will be reduced to the proposed fraction specified in Section 2 of this form; and
   (ii) it is a requirement that I transfer to a fixed term contract of employment and that I will receive a letter of offer specifying the conditions of the fixed term appointment .

| | |
|---|---|
| Staff Member's signature | Date |
| Please print name | Contact extension No. |

## Section 4 – Authorisation of Head of Org Unit and Dean/Divisional Director or equivalent

I authorise the above application for a Pre-Retirement Appointment.

| **Authorisation 1 – Head of Org Unit** | | **Authorisation 2 - Dean/Divisional Director or equivalent** | |
|---|---|---|---|
| Signature | | Signature | |
| Please print name | | Please print name | |
| Contact Ext No. __ __ __ __ __ | Date __ __ / __ __/ __ __ | Contact Ext No. __ __ __ __ __ | Date __ __ / __ __/ __ __ |

| **FOR HR OPERATIONS USE ONLY** | |
|---|---|
| Processed by | Date |
| Checked by | Pay period |
| **Please note that photocopied or faxed copies of this form will not be accepted** | |

**For assistance, please contact HR Enquiries on 9902 0400**

Please return completed form to your HR Hub, Monash HR

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