

SECTION 4 : SUPERANNUATION OPTIONS

Please indicate either A or B:

A	Superannuation contributions to be calculated at reduced part-time rate	<input type="checkbox"/>
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OR

B	Superannuation contributions to be maintained at substantive rate*	<input type="checkbox"/>
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* You will be required to enter into an agreement to make both the employer and employee contributions applicable to the difference between your substantive salary and your reduced salary. Please contact Employee Benefits (via email: benefits@flinders.edu.au) if you are considering this option.

SECTION 5 : EMPLOYEE DECLARATION

I declare that I have read and understood the Part-Year Employment policy and procedures, and understand that if this application is approved:

- during the period confirmed in Section 2, I will be required to work at my current fraction except for the annual and additional purchased leave periods specified in Section 3;
- my salary (including applicable allowances) will be paid at the reduced rate for the whole period;
- I will take both my annual leave and additional purchased leave (specified in Section 3) during this period;
- should I wish to change the leave dates specified in Section 3, I will advise P&C Client Services through my supervisor as soon as possible;
- all my leave entitlements will accrue and be paid at the reduced rate during this period;
- I will not be covered by Workers Compensation while absent from the University; and
- this completed form constitutes confirmation of a variation to my employment contract.

Name, Employee

Digital Signature

Date

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SECTION 6 : COLLEGE/PORTFOLIO ENDORSEMENT

Provide details of any impact on the staffing needs of the area and how these will be mitigated. (Text box expands.)

Additional comments? (Text box expands.)

I fully endorse this request for a part-year employment arrangement

OR

(where extension sought) I endorse an extension to the employee's part-year employment arrangement as detailed in Sections 2 and 3

Name, Supervisor

Digital Signature

Date

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Name, Head of College / Division

Digital Signature

Date

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