

NOTES FOR COMPLETION**SECTION 1 - Employee and location details**

- Complete your personal and location details for the site you will be returning to

SECTION 2 - Intent to apply for leave or return to duty

- Tick the box if you will be returning to duty or if you will be applying for further leave
 - if you are applying for further leave you'll need to complete a leave application; available on the intranet

SECTION 3 - Fraction of time (FTE) - hours per week

- Fraction of time change:
 - is the fraction of time changing? Indicate yes or no
- Date of return:
 - indicate the date you will be returning to duty
- Hours per week: non-school Sector teaching staff, i.e. SSOs, preschool staff, PSM
 - the number of hours per week you will be working
- Fraction of time: schooling sector teachers only
 - the new fraction of time if changed
- Period:
 - the date of time change (if permanent leave end date blank)
 - if temporary please include current contract end date
- New roster for all hours worked: hours per week (non-school sector only)
 - the total number of hours worked per week

SECTION 4 - Work pattern (roster) details - part time employees (not applicable to schooling sector teachers)

- Complete the rostered hours
- Employee to sign

SECTION 5 - To be completed by delegate

- Ensure your return to work form is approved by your delegate (principal/preschool director/line manager)

SECTION 6 - Payroll use only

- For use within payroll services