



## RETURN TO DUTY REQUEST FORM

### Section 1: EMPLOYEE AND LOCATION DETAILS

Person ID	Family Name	Given Name(s)
Site		
Office	Division	
Unit		
Site Number	Classification (e.g.TCH, LS1, DIR, ASO)	
Telephone	Email	

### Section 2: INTENT TO APPLY FOR LEAVE OR RETURN TO DUTY

I hereby confirm that I will be returning to duty at the expiration of my current leave

I hereby confirm that I will be applying for further leave and have completed the necessary leave application form

*If you are not returning to duty at the expiration of your leave, you will need to complete the appropriate departmental form (e.g. application for further leave, resignation/retirement and seek delegate approval prior to submitting)*

### Section 3: FRACTION OF TIME – HOURS PER WEEK

Fraction of Time change?	Yes	No	Date of return		
<i>(If YES, please complete the following information and roster details)</i>					
Hours per week	Or	Fraction of time <small>(School Teachers only)</small>	Period	to	New total - Hours Per Week

### Section 4: WORK PATTERN (ROSTER) DETAILS - Part Time Employees (not applicable to Schooling Sector Teachers)

WEEK	MON	TUE	WED	THU	FRI
	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm
Non-pay					
Pay					

- I understand that leave is a negotiated arrangement that requires approval
- I understand that any change to fractions of time worked require approval
- I understand that salary payments will not automatically be reinstated upon my return until Shared Services Payroll processes this completed form.

Employee signature:

### Section 5: TO BE COMPLETED BY PRINCIPAL/PRESCHOOL DIRECTOR/LINE MANAGER

(Please print name)	(Signature)
(Position)	(Date)

### Section 6: PAYROLL USE ONLY

- RR0073 - Work Absences  
 RR0050 - Work Time  
 RR0135 - Work Pattern

ENTERED BY	CHECKED BY
/ /	/ /

**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