

ON CALL AND STANDBY ALLOWANCE PAYMENT CLAIM FORM

PLEASE COMPLETE AND FORWARD TO:
Human Resources Branch, Division of University Operations

This form is to be used by professional staff below HEO8 level to claim ~~paid~~ ~~standby~~ allowance. This form does not apply to professional staff covered by the ITS On Call Agreement.

The on call and standby allowances for staff below HEO8 are based on the base hourly rate for an HEO4/1.

Monday to Friday	7.5% of HEO4 hourly rate for each
Saturday to Sunday	10% of HEO4 hourly rate for each hour
Public Holidays	15% of HEO4 hourly rate for each

STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)