

**ACCEPTANCE/DECLINE OF INCREASE IN HOURS
SCHOOL ADMINISTRATIVE AND SUPPORT STAFF (SASS), GENERAL AND
FARM ASSISTANTS**

Based on actual enrolments in term 1 2009, if your position has increased in hours effective **27 April 2009**, you may wish to:

- accept the increase in hours by completing SECTION A.
- decline the increase in hours by **completing SECTION B.**

School:	Code				
School Staffing Area (ie former District):					
Position classification (SAM, SAO, TAS, GA etc.)					
Current hours per week			New hpw effective 27/04/09		

SECTION A - Acceptance of Increase in Hours

I wish to accept the increase in hours as shown above.

Name _____ Employee ID _____

Signed _____ Date ____/____/____

SECTION B - Decline Increase in Hours

I wish to decline the increase in hours as shown above.

Name _____ Employee ID _____

Signed _____ Date ____/____/____

I certify that the above increase in hours correctly reflects the variation to the SASS, General Assistant or Farm Assistant entitlement effective **27 April 2009**.

Name _____ (Principal)

Signed _____ Date ____/____/____

Please fax to SAS Staffing Team by **6 March 2009**
Fax No: **1300 737 338**