

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

Based on actual enrolments in term 1 2009, if your position has been reduced in hours/abolished effective **27 April 2009**, you may:

- **accept** the reduction in hours (and **not** seek additional hours) by completing **SECTION A** below.
- **accept** the reduction in hours **and** submit an application for additional hours at another school (subject to available vacancies) by completing **SECTION B** below and an *APPLICATION FOR TRANSFER* form. If you wish to apply for a nominated transfer to another school please complete an *APPLICATION FOR TRANSFER* form. Transfer is subject to available vacancies.

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

SECTION A - Acceptance of Reduction in Hours

I acknowledge and accept the reduction in hours as shown above and I am **not** seeking additional hours at another school.

Name _____ Employee ID _____

Signed _____ Date ____/____/____

SECTION B - Application for Additional Hours

I acknowledge and accept the reduction in hours as shown above and apply for additional hours at another school (I understand this is subject to available vacancies). My *APPLICATION FOR TRANSFER* form is attached.

Name _____ Employee ID _____

Signed _____ Date ____/____/____

I certify that the above reduction 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**