

# Request for Change of Fraction

An employee may request to change their fraction of employment. At the conclusion of the change of fraction period, the employee will resume their substantive fraction unless the appointment has been approved as an ongoing arrangement. For further information, please refer to the [CSU Enterprise Agreement](#).

### Employee Details

Name <input style="width: 95%;" type="text"/>	Staff Number <input style="width: 95%;" type="text"/>
Faculty/Division/Office <input style="width: 95%;" type="text"/>	School/Section/Centre <input style="width: 95%;" type="text"/>

### Change of Fraction Details

**New Request**     
  **Extension**     
 Fraction %      
 Start Date      
 End Date

Please specify roster, in hours, for the fortnight commencing the Friday immediately following pay day.

	Fri	Sat	Sun	Mon	Tues	Wed	Thur		Fri	Sat	Sun	Mon	Tues	Wed	Thur
Hours	<input style="width: 30px; height: 20px;" type="text"/>		<input style="width: 30px; height: 20px;" type="text"/>												

### Reason

Please outline the reason for the proposed change of fraction

### Authorisation

#### Recommendation

Supervisor

_____	_____	_____
Name	Signature	Date

#### Approval

Band 6  
[Who is this?](#)

_____	_____	_____
Name	Signature	Date

#### If fraction is being increased, additional approval is required

Band 7  
[Who is this?](#)

_____	_____	_____
Name	Signature	Date

### Acceptance

***I accept this formal variation of my substantive appointment on the conditions set out on this form and understand:***

- At the conclusion of this period I will return to my substantive fraction of appointment unless the appointment has been approved as my new substantive fraction;
- I acknowledge the possible implications on my superannuation entitlements as outlined in the [fact sheet](#);
- I agree to adjust my superannuation contributions to the level appropriate to my new conditions of employment; and
- All other terms and conditions of my employment are unchanged.

Employee

_____	_____	_____
Name	Signature	Date