

Personal Details			
Employee Name		Empl No	
Department			
Position			
Current FTE* Salary		EFT	
Current Actual Salary (if part-time)			
FTE Bonus Payment Recommended	\$		
Bonus payments should be in multiples of \$100 with a minimum of \$500, and, as a general guide, should not normally exceed 2 percent of a staff member's annual salary.	☐ Pro-rata	☐ Not to be pro-rated	
Notes: There may be circumstances where a staff member has undertaken substantial additional work or special projects over and above normal duties, which warrant recognition, but the circumstances do not meet the criteria for progression. In such a case, the granting of a one-off payment may be appropriate. Bonus payments are not to be made for work which has already been rewarded in other ways, for example, a bonus should not be paid for work which has already been recognised through payment of a Higher Duties Allowance or by way of movement in the Performance Development Review. A bonus must not be used in place of a higher duties allowance or overtime payment in circumstances where the staff member is entitled to such a payment under their employment contract. When deciding on the amount, you should take into consideration the nature of the work performed. Unless it is clearly stated that the bonus payment is to be pro-rated for part-time staff, the payment will not be pro-rated.			
Supporting Statement (This table will expand should you wish to type more. Continue on another sheet if necessary)			
Has this person received a bonus payment in the last 12 months?		☐ Yes	☐ No
Has this person received a higher duties allowance for the above work?		☐ Yes	☐ No
Has this person been awarded for the above work by means of a movement in the Performance & Development Review?		☐ Yes	☐ No

Recommendation			
Recommendation made by:			
☐ Immediate Supervisor ☐ Staff Member (Tick one)		Date	____/____/____
Recommendation Endorsed by:			
Manager/Head of Department or Section Signature <i>(where applicable)</i>		Date	____/____/____
Dean Signature <i>(where applicable)</i>		Date	____/____/____
Divisional Head Signature <i>(where applicable)</i>		Date	____/____/____
Recommendation Approved by:			
Divisional Head Signature <i>(where applicable)</i>		Date	____/____/____
Chief People Officer Signature <i>(where applicable)</i>		Date	____/____/____
Notes			
The following delegation of authority for the approval of bonus payments applies:			
Up to and including \$2,500 per annum		Divisional Head	
Over \$2,500 per annum		Chief People Officer	
A bonus payment request may be made at any time during the year and should ideally be initiated immediately following the achievement of the specific task (or set of tasks) for which a bonus is being recommended, but no later than twelve months after the task/s have been achieved. If approval has been obtained, the Divisional Head should write to the staff member concerned and copy the manager, informing them about the payment and the reasons for it.			
The original version of the form, together with any supporting documents and a copy of the letter to the staff member, should be sent to Payroll, Human Resources for action.			