**Request to Vary an Existing Staff Contract**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by person requesting variation** | | | | | | | | |
| **Request by:** |  | | | | | | | |
| **Position:** |  | | | | | | | |
| **Academy:** |  | | | | | | | |
| **Please describe the change you would like to make below:** | | | | | | | | |
| **Post** | |  | | | | | | |
| **Existing contract** | | **Weekly hrs** |  | | **Grade** |  | **Weeks** |  |
| **Proposed contract** | | **Weekly hrs** |  | | **Grade** |  | **Weeks** |  |
| **Current contract type:** | | | | | **Permanent / Fixed term / Temporary** | | | |
| **Proposed contract type:** | | | | | **Permanent / Fixed term / Temporary** | | | |
| **Is the proposed change factored into current budget?** | | | | | **Yes / No** | | | |
| **Effective date for the requested change:** | | | | | | | | |
| **Please describe below the rationale for your requested change** | | | | | | | | |
|  | | | | | | | | |
| **Request Authorised by Head of School/ Principal/ Headteacher** | | | |  | | | | |
| **Please submit this completed form to HR. Approval is subject to the Chief Executive.** | | | | | | | | |

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| --- | --- | --- | --- | --- |
| **To be completed by HR Manager** | | | | |
| **Financial Impact (without on costs 25%)** | | | | |
| **Existing contract per annum** |  | **Impact** | | £ |
| **Requested contract per annum** |  |
| **To be completed by Finance Director** | | | | |
| **Is the request within budget?** | **Yes /No** | | | |
| **Signature** | | | **Date** | |
|  | | | | |
| **Chief Executive’s decision** | | | | |
| **Approved** | **Yes / No** | | | |
| **Signature** | | | **Date** | |
| **Comments** | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by Employee** | | | | | | | | |
| **Financial Impact (without on costs 25%)** | | | | | | | | |
| **Existing contract** | | | | | | | | |
| **Post** |  | | **Hours** | |  | **Weeks** | |  |
| **New Contract** | | | | | | | | |
| **Post** |  | **Hours** | |  | | | **Weeks** |  |
| **Signature** | | | | | | | **Date** | |