

APPOINTMENT ON FIXED TERM CONTRACT LONGER THAN THREE MONTHS <i>(Motivation for a fixed term contract in terms of the relevant legislation must be attached)</i> <i>(Mark the applicable box with an X)</i>										
Language preference				ENGLISH				AFRIKAANS		
FULL-TIME - A full-time employee works a full day, every working day of the week (manages leave on oracle)										
PART-TIME - A part-time employee works a part of a working day, every working day of the week (manages leave on oracle)										
- A part-time employee works a part of a week (leave is calculated as 1 hour for every 17 hours work and managed internally by line manager) – <u>2 weeks prior to termination of contract, Human Resources has to be notified of remaining leave which is to be paid out</u>										
Category of appointment (refer to Guidelines regulating fixed term appointments longer than three (3) months)				4 to 12 months		Longer than 12 months				
Foreigner (If YES, please attach certified copy of passport and visa)						YES		NO		
Pensioner						YES		NO		
Department/Division										
Title, Initials and Surname										
UT-number (if available)				Identity Number						
				E-mail address						
Position number against which appointment must be made										
Job Grade of appointment and Leave Category			Job Grade 12 - 19		20 days		Job Grade 9 - 11		25 days	
							Job Grade 5 - 8		30 days	
Job Title								Job Grade		
Previously employed by Stellenbosch University?						YES		NO		
Period of appointment		From								
		To								
(Please note that the hours indicated below reflects the maximum amount of hours per annum per personnel category) http://www0.sun.ac.za/hr/docs/hemis/HEMIS-PK.pdf				Amount of HOURS for period of appointment (ONLY FOR PART-TIME FIXED TERM EMPLOYEES)						
				Current Calendar Year			Next Calendar Year			
Mark the applicable box below with an X										
PK1,2,3,5		1950 hrs pa								
PK4,6		2080 hrs pa								
PK7		2288 hrs pa								
Remuneration (per hour/day/month/annum/for the period)										
COSTING										
SU-FUNDS COST CENTRE			SU-FUNDS %		EXTERNAL FUNDS COST CENTRE			EXTERNAL FUNDS %		
HEMIS PERSONNEL CATEGORY (PK1 – PK7)			HEMIS/ PROGRAMME/ACTIVITY (e.g. 110/200/460 etc.)			% OF EMPLOYEE'S TIME				
						TOTAL 100%				
RECOMMENDATION:		CHAIRPERSON/DIVISION HEAD				APPROVAL:		DEAN/ENVIRONMENT HEAD		
		DATE						DATE		
NAME OF SUPERVISOR			UT-NUMBER OF SUPERVISOR			TELEPHONE NUMBER				
For office use										
REQUEST TO CREATE/EXTEND POSITIONS										
New position number										
Extend position number										
Job Family										
Payroll			SALARY		SUSPI		DICTIONARY		AIDS ACTION	
									ASNAPP	
APPROVAL			HR PRACTITIONER							
			DATE							

Motivation for a fixed term contract in terms of the relevant legislation:

(refer to Guidelines regulating fixed term appointments longer than three (3) months)

1. If the employee will earn **below** the threshold, please complete **A, B1 and B2**
2. If the employee will earn **above** the threshold, please complete **B1 and B2**

A. Please indicate the justification for the appointment by marking the applicable box with an X:

☐

The nature of the work is of a limited or definite duration.

☐

A replacement is required for someone who is temporarily absent from work.

☐

There is a temporary increase in the volume of work (which is not expected to extend beyond 12 months).

☐

The person is a non-citizen who is allowed to work for a defined period in terms of South Africa's immigration laws.

☐

The position is externally funded for a limited period.

☐

The person who is to be appointed is a retiree.

☐

The person is a student or recent graduate who is employed in order to receive training or work experience.

☐

Employment for seasonal work.

B1. Please provide a motivation for the appointment:

B2. Please provide (or attach) a basic job description for the appointment: