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| **Addendum A** |

**STELLENBOSCH UNIVERSITY**

**APPLICATION FOR FUNDING FROM CENTRAL REMUNERATION FUND**

|  |  |
| --- | --- |
| **Department/ Faculty** |  |
| **Cost centre for funds to be transferred to** |  |
| **ADDITIONAL INFORMATION** | |

**This is an application to fund:**

|  |  |
| --- | --- |
| Maternity leave, adoption leave, commissioning leave or parental leave |  |
| For the replacement of persons on long-term sick leave and retrenchment costs due to medical incapacity where reappointment is not possible |  |
| Temporary appointments and/or replacement remuneration for staff on research leave |  |
| Replacement remuneration for staff on one-off study leave to complete doctor’s degree (replacement remuneration for lecturing hours only) |  |
| General retrenchment costs |  |

**For an application for replacement of staff on maternity leave/adoption leave/commissioning leave/parental leave, attach the following documentation:**

|  |  |
| --- | --- |
| **Documentation required** | **/** |
| Signed undertaking of maternity leave by staff member |  |
| Names of staff members receiving replacement remuneration and calculation of amount received |  |
| Costing report showing actual costs paid |  |

**For an application for replacement of staff on long-term sick leave/retrenchment costs due to medical incapacity where reappointment is not possible*,* attach the following documentation:**

|  |  |
| --- | --- |
| **Documentation required** | **/** |
| Confirmation email from Director: Human Resources (Remuneration, Benefits, Admin) |  |
|  |  |

**For an application for replacement of staff on research leave, attach the following documentation:**

|  |  |
| --- | --- |
| **Documentation required** | **/** |
| Approved leave application form from Human Resources |  |
| Fixed-Term Contract(FTC) or Replacement remuneration form for replacement |  |
| Costing report showing actual costs paid |  |

**For an application for replacement of staff on once-off study leave to complete doctor’s degree, attach the following documentation:**

|  |  |
| --- | --- |
| **Documentation required** | **/** |
| Leave approval to complete PhD from Human Resources |  |
| FTC/Replacement remuneration form for replacement |  |
| Costing report showing actual costs paid |  |

**For an application for general retrenchment costs, attach the following documentation:**

|  |  |
| --- | --- |
| **Documentation required** | **/** |
| Confirmation email that retrenchment costs cannot be funded by the contingency reserve |  |
| Final retrenchment package amount as calculated and approved by Human Resources |  |

**Note**:

* Please **complete** and **sign** the form and send it, with the necessary supporting documentation, to the Accountant: Financial Planning and Budgeting (Ilse Griffiths @ [wilters@sun.ac.za](mailto:wilters@sun.ac.za) / x4359).
* If the application is successful, a one-off transfer of funds will be made to the cost centre as indicated on the application form.

|  |  |
| --- | --- |
| 1. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) | 2. Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |
| **Dean/Responsibility Centre Head** | **Chief Director: Human Resources** |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Funds transferred**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |  |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) |  |
| **Accountant: Financial Planning and Budgeting** |  |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |