*These FAQs should be read in conjunction with the* [*Relinquish from position*](https://ppr.qed.qld.gov.au/pp/relinquish-from-position-procedure) *procedure.*

**Relinquish from position – FAQs**

**HR FAQ: Relinquish from position**

 **What does relinquish from position mean?**

When an employee requests to *voluntarily*give up their substantive position and classification level and negotiates to be permanently placed in a position at a lower classification level. Generally, the lower classification position will be within the same work unit, location or geographic area.

Relinquish from position (being employee initiated) is different from the redeployment of an employee affected by workplace change. Refer to the [Supporting employees affected by workplace change Directive (17/16)](https://www.forgov.qld.gov.au/documents/directive/1716/supporting-employees-affected-workplace-change) for further information about redeployment.

 **I’m interested in relinquishing my position. What do I need to do?**

Discuss your request with your manager/principal/ supervisor consider if relinquishment is the most appropriate course of action. Discuss alternative options available, including:

* flexible working arrangements e.g. part-time employment, job sharing
* professional development e.g. relievingopportunities, training and development programs, mentoring
* leave options.

A suitable funded vacancy must be identified to enable your request to be progressed.

Refer to the [relinquish from position](https://ppr.qed.qld.gov.au/pp/relinquish-from-position-procedure) procedure for detailed steps.

 **Can I change my mind after agreeing to relinquish my position?**

A cooling off period of 14 days from time of lodging the application with the manager/principal/regional director is provided. The request will remain with the manager/principal/supervisor during the cooling off period. During this period you have the right to change your mind.

On expiration of the cooling off period, an employee has agreed to relinquish their substantive position and their classification. Any further appointments will be subject to the standard merit selection processes.

**Relinquish from position – FAQs**

**How does relinquish from position work in practical terms?**

*Example*: For personal reasons a head of department is seeking to relinquish their classified role and return to a classroom teaching role at their current location. The principal currently has a vacant position that matches the employee’s teaching areas. The principal agrees to the request.

The *relinquish from position* form is completed, and kept by the principal for the 14 day cooling off period, then endorsed and forward to the HR delegate for approval. The new classification level takes effect, along with payroll adjustments. The employee retains permanent employment status and is eligible to apply on merit for any other positions when they are advertised.

**Further support**

The [employee assistance program](https://intranet.det.qld.gov.au/payroll-hr/health-wellbeing/staffwellbeing/employeeassistanceprogram) is available should you feel you require further support with your decision.

***HR FAQ: Relinquish from position***

**For all enquiries, contact** Talent Unit – Human Resources:

Classified teaching positions email RecruitmentTeaching@qed.qld.gov.au

or all other employees email Recruitment.HUMANRES@qed.qld.gov.au

**What paperwork is required?**

After discussions with your manager, principal or supervisor complete and submit a *relinquish from position* form.

**How does my decision affect my employment status?**

It does not affect or diminish your permanent status i.e. if you are currently a permanent employee, you will remain a permanent employee.

**What if I am interested (in the future) in undertaking the role I have previously relinquished?**

You are able to apply through an advertised merit based process for any positions in the future.

**What does it mean for me regarding relocation options?**

After relinquishing, should you be seeking a transfer, please refer to the [transfer at level](https://intranet.det.qld.gov.au/payroll-hr/careers/managingyourcareer/teachertransfers/teachertransferinformationguidelines) procedure.

**What if I don’t agree with a decision regarding my request to relinquish?**

You have the right to lodge a complaint in line with the [managing employee complaints](https://ppr.qed.qld.gov.au/pp/managing-employee-complaints-procedure) procedure.