## Relinquish from position

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| Please use this form in conjuction the [Relinquish from position](https://ppr.qed.qld.gov.au/pp/relinquish-from-position-procedure) procedure. | | | | | |
| **Employee name** |  | | **Employee number** |  | |
| **Substantive position:** (details of the employees current permanent position) | | | | | |
| **Position title** |  | | **Position number**  **(N/A for school positions)** |  | |
| **Classification** |  | | **Unit/school** |  | |
| **Branch/region** |  | | | | |
| **Reason for relinquishing** |  | | | | |
| **NEW substantive position:** (details of the position the employee is relinquishing to) | | | | | |
| **Position title** |  | | **Position number**  **(N/A for school positions)** |  | |
| **Classification** |  | | **Unit/school** |  | |
| **Branch/region** |  | | | | |
| **Employee signature** | * I agree to relinquish from my substantive position and classification. * I agree that my new substantive position and classification is as detailed above. * I understand there is a 14 day cooling off period. * I understand that I may apply through a merit based process for any positions in the future. | | | | |
|  | | | **Date** |  |
| ***The request should remain with the principal / manager as the employee must be provided with a 14 day cooling off period.*** | | | | | |
| **Supervisor Endorsement:** (*principal / assistant regional director / manager*):  Is this employee under formal investigation or involved in a Managing unsatisfactory performance process. **YES**  **NO** | | | | | |
| **Name** | |  | | | |
| **Position** | |  | | | |
| **Signature** | |  | | **Date** |  |
| **HR Delegate Approval:** *(regional director / director, talent unit)* **Approved  Not approved** | | | | | |
| **Name** | |  | | | |
| **Position** | |  | | | |
| **Signature** | |  | | **Date** |  |
| *At the end of the 14 day cooling off period send endorsed form to Talent Unit:*  For **classified teaching positions** email [RecruitmentTeaching.HUMANRES@qed.qld.gov.au](mailto:RecruitmentTeaching.HUMANRES@qed.qld.gov.au)  For **all other employees** email [Recruitment.HUMANRES@qed.qld.gov.au](mailto:Recruitment.HUMANRES@qed.qld.gov.au) | | | | | |