## Unattach from position

|  |
| --- |
| Please use this form in conjuction with the [Unattach from position](https://ppr.qed.qld.gov.au/pp/unattach-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 unattaching** |  |
| **Employee signature** | * I agree to unattach from my substantive position.
* I understand that my permanent employment status and classification with the department is maintained.
* 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/manager from substantive area)* |
| **Name** |  |
| **Position** |  |
| **Signature** |  | **Date** |  |
| **Alternate location agrees to accept unattached officer? ☐ YES**  **☐** **NO** *The ongoing management and placement of the employee becomes the responsibility of the new work unit (details below).*  |
| **Branch / region** |  |
| **Cost centre code** |  | **Location code** |  |
| **New Supervisor Endorsement:** *(principal / manager from alternate area)* |
| **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
* For **all other employees** email Recruitment.HUMANRES@qed.qld.gov.au
 |