## Unattach from position

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Please use this form in conjuction with the [Unattach from position](https://ppr.mpe.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](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) | | | | | | |