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| --- | --- | --- | --- |
| **PERSONNEL/CONFIDENTIAL** NameAddress |  | Ref. Personnel\_NoPost\_ID\_No DD/MM/YYYY | Ref./ |

Dear Name

**Contract amendment - additional temporary responsibilities**

I am writing to confirm a period of additional temporary responsibilities from [date] until [date], paying an acting-up allowance of £XXX per month, pro-rata for part-time appointments. The reason for this allowance is [explain additional duties to be undertaken, and reason, eg absence of substantive postholder]. During this period your base pay for your substantive grade (grade X, scale point X) will increase with any automatic incremental progression which is due and general cost of living awards; your acting-up allowance will remain unchanged. At the end of this period of additional temporary responsibilities you will return to the substantive grade and salary for your post.

*[for* ***academic-related*** *staff include the following]*

Normal retirement date: the University’s Employer Justified Retirement Age arrangements were changed on 18 October 2022. For information about your retirement please see: <https://hr.web.ox.ac.uk/retirement>.

 *[in* ***all cases*** *include the following]*

All other terms and conditions included in your contract of employment dated XX/XX/XX and any subsequent contractual change letters remain unchanged.

At all times your employment is subject to the presentation of original documentation to establish your right to work in the UK which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to present such documentation as and when requested from you.

I would be grateful if you could sign and return the enclosed copy of this letter as acceptance of the above.

Yours sincerely

Sign-off name

Sign-off title

Enclosure: copy of this letter

I accept the amendment to my contract as stated above.

Signed ………………………………………..

Date ………………………………………..