**Approval of Acting Up or Responsibility Allowance**

**Acting Up Allowance** – payable to someone in grades 1-7 who is fully covering a higher-graded role for at least 1 month (up to a maximum of 12 months) and is non-pensionable.

**Responsibility Allowance** – payable where someone is partially covering the responsibilities of a higher grade for at least 1 month (to a maximum of 12 months) and is non-pensionable.

If additional duties are at the same grade then no allowance is payable, however consideration can be given to nominating the individual for an award under the Staff Bonus Scheme (or overtime/TOIL arrangements may apply in the usual way).

**Details of employee taking on more responsibility:**

(Copy and paste this box into an email for the approval process)

|  |  |
| --- | --- |
| Name of employee: |  |
| Department/School/Institute: |  |
| Employee Number: |  |
| Employee’s current Job Title and Grade: |  |
| Employee’s current spinal point/salary: |  |
| Job/Grade being covered: |  |
| Amount of cover: | 25% [ ]  50% [ ]  75% [ ]  100% [ ]  of the job |
| Dates of cover: | From: To:  |
| Business case (should address these questions): | Why is the allowance necessary?Why has the proposed recipient been chosen?How is the recipient’s own work being covered?Financial approval obtained (if research grant funded)? |
| Approved by (Head of Department/School/Institute): |  |

Allowances will be matched to either the bottom spinal point of the grade being covered, or to the next spinal point (whichever is higher). For example, if the individual is on Grade 4 point 32 and they are covering a Grade 5, the allowance will be based on point 33 in Grade 5.

The allowance will be calculated based on the amount of cover. For example, if the individual is covering 75% of the higher-graded job then they receive 75% of the relevant spinal point.