

## Secondment Agreement By Line Manager

Name of Applicant			
Post Title:			
Duration of Secondment	3 Mts	9 Mts	18 Mts
(Tick as Appropriate)	6 Mts	12 Mts	Other:
Advert Reference			
Current Manager's Authorisation	<p><i>I hereby agree for the above member of staff to be <b>temporarily</b> released for the above post, if successful at interview.</i></p> <p><i>If an extension to the agreed period of ..... is required, I will require the new line manager to contact us at lease <b>one month prior</b> to the expiry of contract to discuss and agree any extension details</i></p>		
Name / Signature of Manager (of substantive post)	Name:  Signature:		
Date of Agreement:	Dd/mm/yyyy :		
Expiry date of Secondment	Dd/mm/yyyy:		
Date of planned return to Substantive Post	Dd/mm/yyyy:  (use an approximation if exact date as yet unknown)		
Name of HR & Department Recruiter	Name of Dept Recruiter(s):  Name of HR Recruiter:		
Name/Signature of Hiring Manager for new post	Name:  Signature:  <p><i>I agree to comply with LBE's terms of Secondment and to notify candidate's substantive post manager <b>one month prior to expiry of contract and discuss and agree any extension details and notify HR.</b></i></p> <p><b>WHEN COMPLETED, THIS FORM TO BE RETURNED, duly signed, TO HR – RECRUITMENT (Attn: your Recruitment Consultant ) and will be retained on the Personal File as a permanent record.</b></p>		