



HR VERIFICATION	
Checked by:	
Signature:	
☐ Process	☐ Decline
Reason Declined:	

ACTING AGREEMENT

entered into between

Montego Pet Nutrition
(from now on referred to as "the Organisation")

and the following employee:

Name & Surname:			
ID Number:		Employee Number:	
Designation:		Department:	

(from now on referred to as "the Acting Employee")

The Acting Employee has volunteered to perform acting duties for the following:

Role of:			Department:		
Date(s) acting in the role: (From and To)					
					Total Days:

Motivation to be completed by the Manager / Supervisor

Motivation for Acting Requirement:	

Please ensure that all Claim Forms reach Payroll by 17:00 on the day before Payroll's cut-off.

As such, the Acting Employee undertakes the following:

1. Perform all duties associated with the acting role.
2. Acknowledges that this is a voluntary and temporary arrangement and that no permanent appointment to the acting position is expected.
3. Ensure that acting in the said role does not contribute to a lower level of output or performance in their permanent job.
4. Acknowledge that an Acting Allowance shall be paid to him/her and that the allowance is non-pensionable.
5. Assume responsibility for the full range of duties of the vacant position in which they act.

SIGNATURE: EMPLOYEE

SIGNATURE: SUPERVISOR / MANAGER

DATE: _____

DATE: _____