



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:		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:	1.	2.	3.
	5.	6.	7.
	9.	10.	11.
	13.	14.	15.
	17.	18.	19.
			Total Days:

Motivation to be completed by the Manager / Supervisor

Reason for Acting in the position:	☐ Absent Employee	☐ Approved Vacancy
Name of Absent Employee:		
Will / did the employee complete 100% of the tasks of the position and shift?	☐ YES	☐ NO
I confirm that the employee is acting in a "higher level" position	☐ YES	☐ NO
Notes:		
All Claim Forms must be submitted to HR by the 20 th of each month.		

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. Assume responsibility for the full range of duties of the position in which they act.
4. If eligible, the employee will be paid an Acting Allowance as per the *Acting Policy*.

SIGNATURE: EMPLOYEE
I confirm that the above is true and correct

DATE: _____

SIGNATURE: SUPERVISOR / MANAGER
I confirm that the above is true and correct

DATE: _____