

ACTING AGREEMENT

	d by:	
Signatui	re:	
	Process	Declin
Reason De	eclined:	

entered into between

Montego Pet Nutrition

(from now on referred to as "the Organisation")

	and	d th	ne following e	mploye	ee:					
Name & Surname:				Employee Numbe			umber:			
Designation:				Depa	rtment:					
	(from now on I	ref	erred to as "th	ne Acti	ng Employee")				
The Acting Employee I	nas volunteered to perfo	rm	acting duties	for the	e following:					
Role of:				Depa	rtment:					
Date(s) acting in the role:	1.	2.			3.			4.		
	5.	6.			7.			8.		
	9.	10.			11.		12.			
	13.	14.			15.			16.		
	17.	18.			19.			Total Days:		
	_				1					
Danier fan Astinania	Motivation to be a	con	npleted by th		-			A		
Reason for Acting in	Reason for Acting in the position:			Absent Employee				App	rovea	Vacancy
Name of Absent Emp	oloyee:									
	vee complete 100% of the				and shift?]	YES		NO
I confirm that the employee is acting in a "higher leve			er level" posi	position]	YES		NO
Notes:										
				15.1	I coth c					
	All Claim Forms must b	e s	submitted to I	HR by t	the 20" of ea	ch	month.			
 Perform all dutie Acknowledges to acting position is Assume response 	nployee undertakes the facts associated with the act hat this is a voluntary and expected. Sibility for the full range of aployee will be paid an A	tined te	g role. emporary arro uties of the po	osition	in which they	ac	ct.	ent ap	pointm	ent to the
SIGNATURE: EMPLOYEE I confirm that the above is true and correct				SIGNATURE: SUPERVISOR / MANAGER I confirm that the above is true and correct						
DATE:			L	Λ T E ·						

