

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	<i>I hereby agree for the above member of staff to be temporarily released for the above post, if successful at interview.</i> <i>If an extension to the agreed period of is required, I will require the new line manager to contact us at lease one month prior to the expiry of contract to discuss and agree any extension details</i>		
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: <i>I agree to comply with LBE's terms of Secondment and to notify candidate's substantive post manager one month prior to expiry of contract and discuss and agree any extension details and notify HR.</i> 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.		