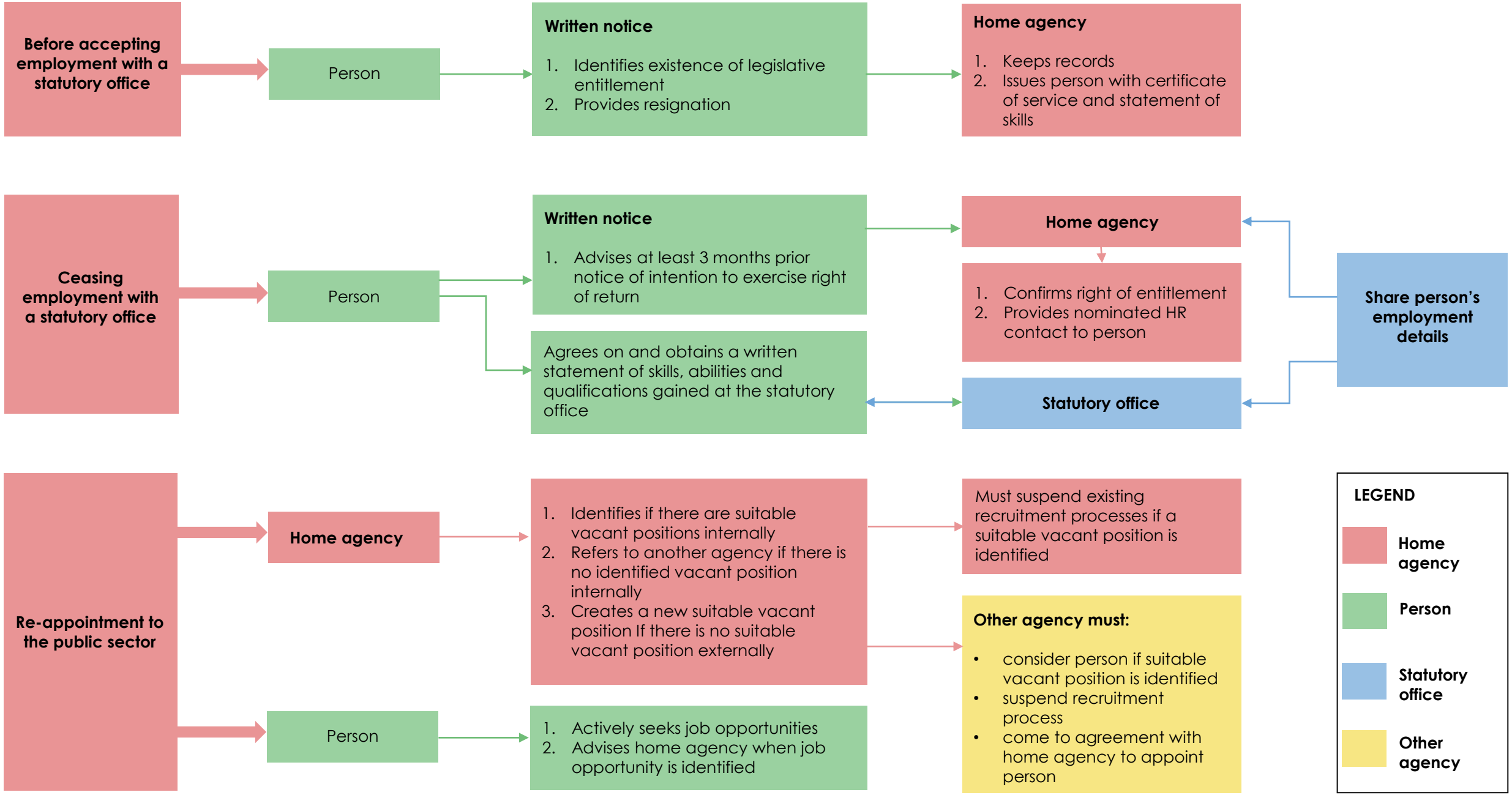
Before accepting employment with a statutory office
Person
Written notice
1. Identifies existence of legislative entitlement
2. Provides resignation
Home agency
1. Keeps records
2. Issues person with certificate of service and statement of skills
Ceasing employment with a statutory office
Person
Written notice
1. Advises at least 3 months prior notice of intention to exercise right of return
Agrees on and obtains a written statement of skills, abilities and qualifications gained at the statutory office
Home agency
1. Confirms right of entitlement
2. Provides nominated HR contact to person
Statutory office
Share person's employment details
Re-appointment to the public sector
Home agency
1. Identifies if there are suitable vacant positions internally
2. Refers to another agency if there is no identified vacant position internally
3. Creates a new suitable vacant position If there is no suitable vacant position externally
Must suspend existing recruitment processes if a suitable vacant position is identified
Other agency must:
• consider person if suitable vacant position is identified
• suspend recruitment process
• come to agreement with home agency to appoint person
Person
1. Actively seeks job opportunities
2. Advises home agency when job opportunity is identified
LEGEND
Home agency
Person
Statutory office
Other agency