

Quarter One Bonus Nomination Form

(Note: Form is titled 'Quarter One' as bonus nominations will not be accepted outside of this window)

Please complete this form, get it signed by your function Director and pass to Group Human Resources Manager who will collate submissions.

Employee Name (Print): (Bonus Nominee)	Employee Number:
Location: Job Title:	Line Manager (Print):
Department:	

Bonus Justification: To be completed by relevant Manager. Ensure you include - the context, what was the contribution, what value did it add?

Bonus Recommendation (Amount): _____

Signed (LM)	Print:	Date:
Approved (Function Director)	Print:	Date:
HR Approved	Print:	Date:

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Bonus Approved (please tick as appropriate)

YES

NO

Board Comments:

Signed: _____ Print: _____ Designation: _____ Date: _____

Doc No	Owner:	Authorised:	Location	Classification	Issue Date	Page
F1841	HR	B Barr	Intranet/IMS/Forms	ASG	22.04.2024	Page 2 of 2