

**MAKING A CASE FOR A DISCRETIONARY POINT**

*Please refer to the* [*Discretionary Point Scheme*](http://www.bristol.ac.uk/hr/policies/discretionarypolicy.html) *for further information before completing this form*

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| --- | --- | --- | --- | --- |
| **Section A:** *to be completed by the Dean/Faculty Manager/Head of Division requesting a discretionary point* | | | | |
| **Employee name:** | Click here to enter text. | | **Proposed**  **increment(s)** | Click here to enter text. |
| **Job title:** | Click here to enter text. | | | |
| **School/Division:** | Click here to enter text. | | **Faculty/**  **Division** | Click here to enter text. |
| **Reason for recommendation:** *(Please give full details of the reason for the request)* | | | | |
| **Comments**: Click here to enter text. | | | | |
| **Name (of person making recommendation):** | | Click here to enter text. | | |
| **Job title (of person making recommendation):** | | Click here to enter text. | | |

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| --- | --- | --- | --- |
| Name: | Click here to enter text. | | |
| Signature: |  | Date: | Click here to enter text. |
| Checking this box will be accepted instead of a signature if you are submitting this form via email | | | |

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| **Section B:** *to be completed by the Registrar* or *Chief Operating Officer (as appropriate)* | | | |
| **DECISION:** | | | |
| **APPROVED  AMENDED\*  REFUSED**  \* If **AMENDED**, please specify number of increment/s: Click here to enter text. | | | |
| Comments: Click here to enter text. | | | |
| Effective date (where applicable)**:** | Enter date here for approved/amended cases only. | | |
| Decision made by: | Choose an item. | | |
| Name: | Click here to enter text. | | |
| Signature: |  | Date: | Click here to enter text. |
| Checking this box will be accepted instead of a signature if you are submitting this form via email | | | |
| **PLEASE FORWARD THIS FORM TO THE RELEVANT FACULTY/DIVISIONAL HEAD OF HR BUSINESS PARTNERING**  **(for contact details, please refer to:** [www.bristol.ac.uk/hr/contact/](http://www.bristol.ac.uk/hr/contact/)**)** | | | |