Preparing for the birth of your baby is an exciting time but one that can sometimes feel a bit overwhelming. To help you through this period we’ve summarised your parental leave entitlements and put together a list of things to consider before, during and after parental leave.

**PARENTAL LEAVE**

- **Maternity Leave/Adoption Leave** of 36 weeks on full pay for those with 5+ years of continuous service; or 26 weeks on full pay for those with less than 5 years continuous service. Under some circumstances, casual staff can be entitled to 14 weeks on full pay.

- **Partner Leave** is an entitlement of 2 weeks on full pay (apply online via myUNSW).

*NB: It is recommended that you contact your faculty HR Team to confirm your parental leave entitlements.*

Please note this is a summary only. Please refer to clause 33.5 of the UNSW Australia (Academic Staff) Enterprise Agreement 2015 or clause 39.5 of the UNSW Australia (Professional Staff) Enterprise Agreement 2015 for further details, including entitlements for Adoption, Foster Carer and Grandparent Leave.

**EMPLOYEE CHECKLIST**

Things to consider **before** you start leave:

- Share your news with your manager at least 10 weeks prior to the date you intend to start leave. Submit a Parental Leave Application at least four weeks prior to the start of your Parental Leave. Include a letter from your obstetrician/midwife stating the expected birth date or adoption papers.

- Check the Parental Leave entitlements for Professional or Academic staff.

- Familiarise yourself with UNSW’s Parents, Carers and Flexible Work website. These pages provide valuable information regarding flexible work, early years education and care (childcare), breastfeeding @ UNSW, caring responsibilities, parental leave and other leave.

- Give your manager advance notice of any medical/pre-adoption (or related) appointments that you will need to attend during work hours.

- Make sure your contact details are up-to-date via myUNSW > My Staff Profile > Personal Details.

- Discuss with your manager how your role will be managed while you are on leave.
Talk with your manager about staying in touch while on leave. Determine if you want:
- A monthly phone call
- Quarterly university updates
- Invitations to social events
- Invitations to team meetings
- Notifications about development/ employment opportunities
- Other – please specify with your manager

Start investigating childcare options early. UNSW Early Years owns and operates four early education and care (childcare) centres close to the Kensington campus: House at Pooh Corner, Kanga’s House, Tigger’s Honeypot and Owl’s House. For more information visit UNSW Early Years or email earlyyears@unsw.edu.au

Additional information on childcare (external sites)
- Government MyChild site
- Childcare Centres NSW

Things to consider while you are on leave:

- Keep in touch with your manager/workplace as agreed prior to your leave.
- Notify your manager of any changes to your parental leave if they arise.
- Confirm your return to work date with your manager at least 8 weeks prior to your return to work. If you are seeking to return on a fractional basis or flexible work arrangement, you will need to discuss this with your manager and get their approval.
- Talk to your manager about any changes that might have occurred in your team/unit while you were away.

UNSW has an Employee Assistance Program (EAP) available to all staff at the University. The EAP service is operated by an independent company, Davidson Trahaire Corpsych, and provides free, professional, confidential counselling services for employees and their families. The EAP can advise on:
- Conflict and stress
- Family and relationship problems
- Anxiety and depression

For more information and contact details click here.
Things to consider when you are **returning to work** from leave:

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<td>You may like to ask your manager if there are any staff members who have taken parental leave who you could talk to. Talking to a colleague who has returned from parental leave may help you settle back more quickly.</td>
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UNSW has a number of university-wide policies and programs to help women manage their work life, attend conferences, and advance their career. Faculties also may have additional initiatives. Please check with your manager.

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<td>UNSW is an Australian Breastfeeding Association accredited workplace. The Kensington Campus has Parent Rooms in the Movern Brown and Ainsworth Buildings. For a map of the parent facilities on UNSW’s Kensington’s campus, <a href="#">click here</a>.</td>
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UNSW’s Canberra Campus has a Parent’s Room located on the 1st Floor of the Academy Library.

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<td>The <a href="#">Vice-Chancellor’s Childcare Support Fund</a> was established to assist women academics with childcare responsibilities to attend conferences and symposia relating to their field of work. Eligible applicants can apply for up to $2,000 in funding.</td>
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<td><a href="#">The Career Advancement Fund</a> provides up to $10,000 in funding and is available to women academics returning from maternity leave to assist them in re-establishing their career. Applications need to be made within three months of returning from leave.</td>
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<td>If you have any diversity-related questions you can contact Workplace Diversity at <a href="mailto:workplace.diversity@unsw.edu.au">workplace.diversity@unsw.edu.au</a></td>
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