



Workplace Diversity | Human Resources

Parental Leave Checklist for Staff

(Applies to Maternity/Adoption/Primary Carer Leave)

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/Adoption/Primary Carer 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](#)).

Please note this is a summary only. 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 full details, including entitlements for Foster Parent and Grandparent Leave.

It is also recommended that you contact your faculty/division [HR Team](#) to confirm your parental leave entitlements.

STAFF CHECKLIST

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

<input type="checkbox"/>	Share your news with your supervisor at least 10 weeks prior to the date you intend to start leave. Submit a Parental Leave Application or Primary Carer Leave Application (with relevant paperwork) as soon as possible, and no later than four weeks prior to the date you intend to start leave.
<input type="checkbox"/>	Check the Parental Leave entitlements for Professional or Academic staff. If you are applying for Primary Carer Leave (introduced in 2017), check the Primary Carer Leave website .
<input type="checkbox"/>	Familiarise yourself with the Flexibility&Leave@UNSW website . These pages provide information about flexible work, early childhood education and care, breastfeeding at work, caring responsibilities, Parental Leave (including Primary Carer Leave), as well as Study and Cultural Leave.
<input type="checkbox"/>	Give your supervisor advanced notice of any appointments relating to Parental Leave which you will need to attend during work hours.
<input type="checkbox"/>	Make sure your contact details are up-to-date via myUNSW > Sign On > My Staff Profile > Personal Information.

<input type="checkbox"/>	Discuss with your supervisor how your role will be managed while you are on leave and ensure you have a myCareer discussion before you commence your leave.
<input type="checkbox"/>	Talk with your supervisor about staying in touch while on leave. Determine if you want: <ul style="list-style-type: none"> • A monthly phone call • Quarterly work updates • Invitations to social events • Invitations to team meetings • Notifications about development / employment opportunities
<input type="checkbox"/>	Most early childhood education and care centres have long waitlists, so it is best to start investigating options early. UNSW Early Years owns and operates four early childhood education and care centres close to the Kensington campus: House at Pooh Corner, Kanga's House, Tigger's Honeypot and Owl's House. Visit UNSW Early Years for more information. Additional information on childcare is available on the following websites: <ul style="list-style-type: none"> • mychild.gov.au • CareforKids

Things to consider **while you are on leave:**

<input type="checkbox"/>	Keep in touch with your supervisor/workplace as agreed.
<input type="checkbox"/>	Notify your supervisor of any changes to your parental leave if they arise.
<input type="checkbox"/>	Confirm your return to work date with your supervisor 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 supervisor and get their approval.

Things to consider **when you are returning to work:**

<input type="checkbox"/>	<p>Talk to your supervisor about any changes that might have occurred in your team/unit while you were away.</p>
<input type="checkbox"/>	<p>You may wish to ask your supervisor if there are any staff members who have taken parental leave who you could talk to. Talking to a colleague who has gone through the process and returned from parental leave may help you settle back more quickly.</p>
<p>UNSW has a number of University-wide policies and programs to help women manage their work life, attend conferences, and advance their career. Faculties/divisions may have additional initiatives. Please check with your supervisor.</p>	
<input type="checkbox"/>	<p>UNSW is an Australian Breastfeeding Association accredited workplace. The Kensington Campus has fully equipped parents' rooms in the Morven Brown and Ainsworth Buildings. UNSW Canberra also has a parents' room.</p> <p>Learn more about breastfeeding at work.</p>
<input type="checkbox"/>	<p>The Vice-Chancellor's Childcare Support Fund was established to assist female academics with childcare responsibilities to attend conferences and workshops relating to their field of work. Eligible applicants can apply for up to \$2,000 in funding.</p>
<input type="checkbox"/>	<p>The Career Advancement Fund provides up to \$10,000 in funding and is available to female academics returning from maternity leave to assist them in re-establishing their career. Applications need to be made within 3 months of returning from leave.</p>
<input type="checkbox"/>	<p>UNSW has an Employee Assistance Program (EAP) available to all staff at the University. The EAP service is free and operated by an independent company, Benestar. They provide professional, confidential counselling services for employees and their immediate family.</p> <p>Learn more about UNSW's EAP.</p>
<input type="checkbox"/>	<p>If you have any equity/diversity-related questions you can contact a member of the Workplace Diversity Team or email: workplace.diversity@unsw.edu.au.</p>