

## Workplace Diversity | Human Resources

# Parental Leave Checklist for Supervisors

(Applies to Maternity/Adoption/Primary Carer Leave)

Preparing for the birth of a baby is an exciting time for expectant parents, but can also seem a little daunting. Your responsibility as a supervisor is to navigate this process in a way that is both positive for the employee and UNSW. This checklist summarises an employee's parental leave entitlements, and things you should consider as their supervisor.

### 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 employee's parental leave entitlements.

### SUPERVISOR CHECKLIST

Things to consider **before the staff member starts leave:**

<input type="checkbox"/>	Ensure you are familiar with UNSW's parental leave entitlements, both for <a href="#">Professional</a> and <a href="#">Academic</a> staff. It may also be useful to make you and the staff member aware of the University's <a href="#">Flexibility&amp;Leave@UNSW</a> website. These pages provide valuable information regarding 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"/>	After the staff member has notified you of their intention to take Parental Leave, advise them they need to submit a <a href="#">Parental Leave Application</a> or <a href="#">Primary Carer Leave Application</a> (with relevant paperwork) as soon as possible, and no later than four weeks prior to the date they intend to start leave.
<input type="checkbox"/>	Meet with the staff member to discuss their leave plans and arrange a <a href="#">myCareer</a> conversation before they start leave.
<input type="checkbox"/>	Discuss staying in touch options with the staff member while they are on leave. Make a note of when to make contact and provide information to the staff member as agreed. This could be: <ul style="list-style-type: none"> <li>• A monthly phone call</li> <li>• Quarterly work updates</li> </ul>

	<ul style="list-style-type: none"> <li>• Invitations to social events</li> <li>• Invitations to team meetings</li> <li>• Others?</li> </ul>
<input type="checkbox"/>	Consider how the staff member's workload will be managed while they are on leave.
<input type="checkbox"/>	Prepare transition for handover to the staff member(s) filling the role while the staff member is on leave.

Things to consider **while the staff member is on leave:**

<input type="checkbox"/>	Stay in contact as agreed with the staff member.
<input type="checkbox"/>	If the staff member has not already done so, make contact with them at least 10 weeks prior to their intended return date. If raised, discuss any changes to work arrangements they may require.
<input type="checkbox"/>	Work with HR to manage any change to the staff member's working arrangements (e.g. reduced hours) to accommodate their return to work.

Things to consider **when the staff member returns to work:**

<input type="checkbox"/>	Prepare for the staff member's return, including a re-induction process (similar to a new starter). Talk to the staff member about any changes that might have occurred in the team / unit while they were away.
<input type="checkbox"/>	Organise a handover, if needed, for the returning staff member.
<input type="checkbox"/>	If you have team members who have returned from Parental Leave you may like to see if the returning staff member would like to talk to them. Talking to a colleague who has returned from Parental Leave may help them settle back in more quickly.
<input type="checkbox"/>	<p>Make the staff member aware of resources available to help them adjust to balancing parenthood and work life.</p> <p>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 Honey Pot and Owl's House. Visit <a href="#">UNSW Early Years</a> for more information. Additional information available via the below websites:</p> <ul style="list-style-type: none"> <li>• <a href="http://mychild.gov.au">mychild.gov.au</a></li> <li>• <a href="#">CareforKids</a></li> </ul> <p>UNSW is an Australian Breastfeeding Association accredited workplace. The Kensington Campus has Parent Rooms in the Morven Brown and Ainsworth Buildings. UNSW Canberra also has a parent's room.</p> <p>Learn more about <a href="#">breastfeeding at work</a>.</p> <p>The <a href="#">Vice-Chancellor's Childcare Support Fund</a> was established to assist women researchers 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>

	<p><a href="#">The Career Advancement Fund</a> provides up to \$10,000 in funding and is available to women academics returning from maternity leave.</p>
<input data-bbox="118 416 204 497" type="checkbox"/>	<p>UNSW has an Employee Assistance Program (EAP) available to all staff at the University. The EAP service is operated by an independent company, Benestar, 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. Supervisors can contact Benestar for both professional advice and personal support.</p> <p>Learn more about <a href="#">UNSW's EAP</a>.</p>
<input data-bbox="134 582 220 663" type="checkbox"/>	<p>Check-in with the staff member on a regular basis for the first 3 months after their return to work. This will allow them to discuss any issues and should help them to settle back in quickly.</p>