



## HR52

# Parental Leave - Employee Checklist

For Maternity/Adoption Leave only (HR.V1.0 - 7.05.18)

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:

<input type="checkbox"/>	Share your news with your manager at least 10 weeks prior to the date you intend to start leave. Submit a <a href="#">Parental Leave Application</a> 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.
<input type="checkbox"/>	Check the Parental Leave entitlements for <a href="#">Professional</a> or <a href="#">Academic</a> staff.
<input type="checkbox"/>	Familiarise yourself with <a href="#">UNSW's Parents, Carers and Flexible Work</a> website. These pages provide valuable information regarding <a href="#">flexible work</a> , <a href="#">early years education and care (childcare)</a> , <a href="#">breastfeeding @ UNSW</a> , <a href="#">caring responsibilities</a> , <a href="#">parental leave</a> and <a href="#">other leave</a>
<input type="checkbox"/>	Give your manager advance notice of any medical/pre-adoption (or related) appointments that you will need to attend during work hours.
<input type="checkbox"/>	Make sure your contact details are up-to-date via <a href="#">myUNSW</a> > My Staff Profile > Personal Details.
<input type="checkbox"/>	Discuss with your manager how your role will be managed while you are on leave.

<input type="checkbox"/>	<p>Talk with your manager about staying in touch while on leave. Determine if you want:</p> <ul style="list-style-type: none"> <li>• A monthly phone call</li> <li>• Quarterly university updates</li> <li>• Invitations to social events</li> <li>• Invitations to team meetings</li> <li>• Notifications about development/ employment opportunities</li> <li>• Other – please specify with your manager</li> </ul>
<input type="checkbox"/>	<p>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 Honey Pot and Owl’s House. For more information visit <a href="#">UNSW Early Years</a> or email <a href="mailto:earlyyears@unsw.edu.au">earlyyears@unsw.edu.au</a></p> <p><u>Additional information on childcare (external sites)</u></p> <ul style="list-style-type: none"> <li>• <a href="#">Government MyChild site</a></li> <li>• <a href="#">Childcare Centres NSW</a></li> </ul>

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

<input type="checkbox"/>	<p>Keep in touch with your manager/workplace as agreed prior to your leave.</p>
<input type="checkbox"/>	<p>Notify your manager of any changes to your parental leave if they arise.</p>
<input type="checkbox"/>	<p>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 <a href="#">flexible work arrangement</a>, you will need to discuss this with your manager and get their approval.</p>
<input type="checkbox"/>	<p>Talk to your manager about any changes that might have occurred in your team/unit while you were away.</p>
<input 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, <a href="#">Benestar</a>, and provides free, professional, confidential counselling services for employees and their families. The EAP can advise on:</p> <ul style="list-style-type: none"> <li>• Conflict and stress</li> <li>• Family and relationship problems</li> <li>• Anxiety and depression</li> </ul> <p>For more information and contact details <a href="#">click here</a>.</p>

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

<input type="checkbox"/>	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.
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.	
<input type="checkbox"/>	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> .  UNSW's Canberra Campus has a Parent's Room located on the 1 <sup>st</sup> Floor of the Academy Library.
<input type="checkbox"/>	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.
<input type="checkbox"/>	<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.
<input type="checkbox"/>	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>