

THE UNIVERSITY OF
NEW SOUTH WALES



Human Resources

Summary of Family Friendly Practices

Families@UNSW

Foreword

“Achieving a work/life balance” may well be the holy grail of the 21st century. It is probably no coincidence that this phrase has risen to prominence at the same time that Australians were averaging more working hours per annum than all but a few developed countries.

Each of us holds our own ideas on what constitutes a healthy work/life balance, and every life will see that balance shift according to the needs of the time. Successfully achieving a balance is difficult enough for people without children. The difficulties can seem insurmountable once a child enters your life.

UNSW acknowledges the inherent stresses of modern life and seeks to make the workplace a family friendly environment. Each family situation is unique so there can be no prescriptive answers. UNSW strives to provide the flexibility in employment conditions to allow you to work out the strategy that best suits you and your supervisor. We also encourage a positive attitude amongst supervisors and provide training to help them come up with practical workplace solutions.

Many fundamental questions need to be considered, or re-considered. What do you want from your career? How are you going to achieve it? How long do you want to care for your child at home? Which partner will do the bulk of the home caring? Can you share these roles? Would you, or your partner, like to work part-time when you return?

This booklet has been designed to provide a comprehensive over-view of the policies, procedures and entitlements that currently operate at UNSW. It has been divided into three sections, hopefully highlighting the important issues you need to be aware of at each stage.

I hope you find this booklet useful. On behalf of the University, may I extend my best wishes for health and happiness to you and your family.

David Ward
Director, Human Resources

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Pre-Maternity – The Planning Phase

This first section is devoted to providing you with the necessary information regarding your entitlements and obligations to assist you in making the best decisions for you and your family. (Please note where reference is made to “General Staff” and “Professional and Technical” staff they are the same.)

Entitlements to Parental Leave.

The generic term ‘Parental Leave’ applies to both paid and unpaid maternity leave, as well as Partner Leave which has been introduced as part of the Enterprise Bargaining Round of 2003. These provisions generally apply in the case of Adoption Leave also.

Continuing and fixed term employees are entitled to paid and unpaid maternity leave in accordance with the enterprise agreement for respective groups of staff. The clauses relating to Parental Leave are essentially identical in both the Academic and General Staff Enterprise Agreements. The following excerpt is from the General Staff Agreement.

38.1 Maternity Leave

- (a) An employee who becomes pregnant is entitled to a period of up to 52 weeks maternity leave. Such leave will be taken within the period from 20 weeks before the expected date of delivery to 52 weeks after the commencement of the period of paid leave.
- (b) By agreement with the University, the maternity leave may be taken in more than one consolidated period.

There is an entitlement to maternity leave of a **maximum of 52 weeks**. Only the actual dates remain to be negotiated. Also;

38.3 Conditions for Maternity and Adoption Leave

- (a) Where an employee takes maternity leave in accordance with subclause 38.1 above, 26 weeks of the leave will be on full pay, in addition to any public holiday occurring while he/she is on parental leave. The remaining period of the leave will be unpaid.
- (b) Where an employee takes adoption leave for a child under the age of five years in accordance with subclause 38.2 above, 26 weeks of the leave will be on full pay, in addition to any public holiday occurring while he/she is on parental leave. The remaining period of the leave will be unpaid. Where the child is five years or older the entitlements set out in clause 38.5 will apply to the employee.
- (c) For part-time employees, the paid portion of the leave will be paid at the proportionate part-time rate of pay. Where a full-time employee has converted to part-time employment prior to going on maternity leave for reasons related to the pregnancy, she will be paid at the full-time rate of pay.
- (d) An employee may elect to take the 26 weeks paid maternity or adoption leave entitlement over a period of 52 weeks at half pay. All leave accruals

during the period of paid maternity or adoption leave at half pay will be calculated on a pro rata basis.

- (e) In addition to the period of 52 weeks leave referred to in subclause 38.1 and 38.2, an employee may apply to the University for additional unpaid leave.

So, there is an entitlement to **26 weeks of maternity leave at full pay**, which may be taken as 52 weeks at half-pay. 'Full-pay' is what you would expect, that being the rate of pay prior to your taking maternity leave.

There is an additional right to apply for more unpaid leave beyond the 52 weeks, however. UNSW is not obliged to agree to any further leave and reserves the right to decline the application beyond 12 months leave subject to the needs of the work unit.

When to notify your Supervisor and apply for leave?

Both the Academic and General staff Enterprise Agreements have the same clause relating to general conditions of Parental Leave. Excerpt from the General Staff Enterprise Agreement

38.6 General Conditions of Parental Leave

- (a) Unless it is impracticable, an employee will provide their supervisor with at least 10 weeks' notice of the intention to take parental leave and at least 4 weeks' notice of the date on which the parental leave will commence.
- (b) An employee who has taken maternity leave will not be eligible for partner leave in respect of the same child.
- (c) All forms of paid parental leave may be taken by either parent, except that where both parents are employed by the University, one employee's paid adoption leave entitlement will be reduced by any period of paid adoption leave taken by the employee's partner (including same-sex partner).
- (d) Appropriate certification relating to the birth or adoption of the child and, where appropriate, the employee's legal responsibility must be produced if required by the University.
- (e) If requested by an employee, any paid portion of parental leave may be paid as a lump sum.
- (f) The University will consider any request by an employee pursuant to subclause 38.3(e) above and subclause 38.12(a) below having regard to the University's circumstances and, provided the request is genuinely based on the employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the work unit or the University's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.

The clause differentiates between 'notice of the intention ...' and 'notice of the date'. Effectively this means that you should be looking to tell your boss of your intention to take parental leave at least 10 weeks prior to the commencement of your leave. You are also expected to submit a leave application at least 4 weeks before your leave commences.

The opening phrase, "Unless it is impractical", recognises that circumstances are not predictable and that flexibility of approach is necessary. The baby doesn't know your plans and comes at his/her own appointed time.

Good will between the supervisor and the employee is essential to achieving the best outcome. Your supervisor has to think about how your position will be covered during your absence, whether to advertise the position on a fixed term basis, whether any current staff might be able to fill in and other planning issues.

While 10 weeks should be considered the minimum notice, the more notice you can provide your supervisor, the easier it will be for her /him to consider and implement their plans to cover your absence. You don't have to commit to dates at this stage, merely inform your supervisor.

Think about whether you would like your supervisor to maintain confidentiality until you decide to tell everyone else. Be explicit with your supervisor as their natural reaction may be to go and share your good news with everyone. Don't expect them to understand what you want.

What if I am a Fixed Term Employee?

Fixed term employees also have entitlements to Parental Leave the same as for continuing employees, however maternity leave can only be used subject to the confines of your fixed term contract. In other words, your contract is not extended or changed as a result of Parental Leave conditions.

So the start and finish dates of the fixed term contract continue to apply, but other conditions are granted in similar terms to that of continuing employees. (There is no difference between academic and Professional and Technical Staff conditions).

From the Enterprise Agreements for General Staff:

38.7 Fixed-term Appointments

- (a) An employee employed on a fixed-term contract of employment will cease to have an entitlement to parental leave upon the expiration of the contract, except as provided for in subclauses 38.7(b) and (c) below.
- (b) An employee employed on a fixed term contract of employment whose contract expires when she is at least 20 weeks pregnant, and whose employment is not continued beyond the expiry date of the contract, will be entitled to payment of the full paid maternity leave in accordance with subclause 38.3 above unless:
 - (i) she was offered and refused another contract of employment broadly comparable to her existing position; or
 - (ii) a significant majority of the duties and responsibilities of the existing position are no longer being performed.
- (c) An employee employed on a fixed term contract who is on maternity leave at the expiry of the contract and who is subsequently employed on a further employment contract for the same position after a gap in time, not being longer than the period of parental leave would have been, will be entitled to the full paid maternity leave entitlement subject to fulfilling the eligibility requirements set out in this clause.

If you are on a fixed term contract your personal situation may be unique, or you may have some doubt as to how this clause applies to you. Rather than try to explain how this clause works in all imaginable circumstances, it is better for you to contact the Industrial Relations Advisory Unit telephone 9385 1710.

What if I am a casual employee?

Both Enterprise Agreements recognise casual employees for Parental Leave purposes, subject to conditions relating to their employment.

38.8 Casual Employees

- (a) A casual employee who is pregnant will be entitled to 14 weeks maternity leave on full pay and 38 weeks unpaid maternity leave provided that:
- (i) she has been employed by the University on a regular and systematic basis for a continuous period of at least 24 months, including breaks in service not exceeding 4 months, immediately prior to the pregnancy; and
 - (ii) she has not accessed paid maternity leave from any other employer for the pregnancy.

All other casual employees employed on a regular and systematic basis for several periods of employment or on a regular and systematic basis for an ongoing period of employment during a period of at least 12 months, and has a reasonable expectation of ongoing employment, will be entitled to take up to 52 weeks unpaid leave.

- (a) Notwithstanding subclause 38.8(a) above, a casual employee will not have an entitlement to re-employment at the end of a period of approved maternity leave.
- (b) A casual employee who takes maternity leave will remain an employee of the University for the period of maternity leave.
- (c) Where a casual employee declares a desire to return to work following a period of maternity leave but work no longer exists, the employee will cease employment as at the last day of maternity leave. However, the work unit in which the casual employee was employed will give reasonable consideration to the employee for suitable casual work.
- (d) A casual employee who receives paid maternity leave will be paid at a fortnightly rate of pay equal to the average fortnightly rate of pay the employee was paid over the 12 months immediately preceding the date on which maternity leave is commenced. The full amount of the maternity leave will be paid to the casual employee at the commencement of the maternity leave.

A casual employee with the necessary history of employment at UNSW can access paid maternity leave and be considered for employment again at the end of the paid leave. Note however that this clause specifically negates any entitlement to return to work.

If I get sick, or want to attend pre-natal classes, what are my entitlements?

Sick leave continues to be available just as it would for an employee who is not pregnant. Subject to the usual conditions, sick leave may be used for any absences up till the commencement of Parental Leave. The main condition is to provide a medical certificate for absences longer than 3 days. No additional sick leave entitlement is granted due to pregnancy.

Similarly, Carer's Leave conditions continue to apply in the same circumstances.

Sick leave may be used to attend pre-natal classes. Refer to the 'Pre-Natal Leave Policy' on the Human Resources website <http://www.hr.unsw.edu.au/employee/acad/prenatalaca.html> which states as follows:

- It is expected that in most circumstances employees will arrange pre-natal classes outside work hours.
- An employee who is expecting the birth of a child, or an employee whose spouse/partner is expecting the birth of a child, is entitled to use up to three single days of available sick leave as pre-natal leave to attend pre-natal appointments such as ultrasounds and birthing classes.
- Prior to any pre-natal leave absence, the employee shall give three days notice to the relevant supervisor advising of the intention to take leave, the reason for taking such leave and the estimated length of absence. An absence should normally not exceed one day.
- If pre-natal leave in excess of three single days is required, the employee must use other forms of leave, such as recreation leave, or to take accrued flex-time or time off in lieu of overtime.
- Applications for pre-natal leave should be made as sick leave with an appropriate note indicating that the absence was due to pre-natal requirements.

Special parking arrangements during my pregnancy

E-Spot Services manages all on-site parking at UNSW. In recognition of the mobility problems of late pregnancy, E-Spot have a policy of providing temporary parking permits as required. The website for more information is located at http://www.security.unsw.edu.au/parking/park_pregnant.htm The site states that:

- The University recognises that some pregnant staff/students may, at some stage during the term of their pregnancy, require access to a ground floor parking space for a period of time. This may be because of mobility restrictions or other medical reasons associated with the pregnancy.
- The E-Spot can arrange special temporary parking permits for staff and students under these circumstances. Pregnant staff/students requiring assistance should speak to E-Spot staff about their requirements. They will need to bring certain documents with them.
- If they already have a current UNSW parking permit, they will need to bring:

- written notification from their medical practitioner confirming their pregnancy and due date, and
- information from their medical practitioner, also in writing, outlining the reasons the person requires the parking accommodation*.
- If the person does not have a UNSW parking permit they will also need to bring with them:
- UNSW staff or student identification, and
- car registration details.
- Please note that the University has also allocated two designated ground floor parking spots for staff/students who are accompanied by children using prams/strollers. One is located on the ground floor of the Botany Street multi-story carpark and one in the Barker Street multi-story carpark.
- Any questions about these parking arrangements can be directed to Helen Moustacas (Office Operations Manager, E-Spot Security) h.moustacas@unsw.edu.au or 93856849, or Sybille Frank (Equity and Diversity Unit) s.frank@unsw.edu.au or 93856354.

Entitlements and obligations regarding returning to work.

An integral part of Parental Leave is planning your return to work. Modern technologies are changing the work environment. Working from home arrangements are more commonplace. Each family has its own rhythms and timetables and what works for one does not suit another. If this is your first pregnancy, oftentimes you are planning with no real insight into what life will be like after baby arrives.

There is benefit for everyone in setting a plan even if you find you will need to amend it before you come back. In this respect you have some rights that are enshrined in the Enterprise Agreements.

Entitlements are the same for Academic and General Staff the General Staff Enterprise Agreements state.

38.11 Resumption of duty

- (a) On finishing parental leave, an employee is entitled to resume work in the position he/she held immediately before commencing parental leave except that:
- (i) if the employee was transferred to a safe job because of her pregnancy, the relevant position is the position held immediately before the transfer;
 - (ii) if the employee began working part-time because of the pregnancy, the relevant position is the position held immediately before the employee began working part-time;

- (iii) if immediately before starting parental leave the employee was acting in or temporarily performing the duties of a position for a period equal to or less than the parental leave, then the relevant position is the position held by the employee immediately before taking the acting or temporary position.
- (b) An employee on parental leave will be consulted in accordance with clause 24.0 of this Agreement concerning any significant workplace change affecting the position she/he held before commencing parental leave.
- (c) If that position no longer exists, the University will employ the employee in a position commensurate with the classification and duties of the position the employee was performing immediately prior to taking parental leave.
- (d) If no such position is identified, the employee may be retrenched with the appropriate retrenchment benefit in accordance with clause 24.0 of this Agreement.
- (e) An employee may negotiate with the University to return to work from a period of parental leave earlier than the date originally approved.

So you are entitled to return to your former position, assuming no changes have occurred. The last paragraph highlights the likelihood that many will change their plans, and states the right to negotiate to return to work earlier than planned. Nothing in this Clause prevents an employee from seeking to negotiate any changes to their plans for return to work.

Returning to work on a part-time basis

Many employees return from parental leave to work on a part-time basis, some for a specific period, others on an ongoing basis. UNSW strives to create a family friendly environment and employees and supervisors are encouraged to seek agreeable arrangements to return on a part-time basis.

Entitlements are the same for Academic and Professional and Technical Staff. Excerpt from the General Staff Enterprise Agreement:

38.12 Return to Work on a Part-Time Basis

- (a) A full-time employee on a period of parental leave may return to work on a part-time basis for a defined period following the completion of the parental leave. An employee may request to extend the defined period until the child reaches school age.
- (b) An application to return to work on a part-time basis must be made at least eight weeks prior to the completion of the parental leave.
- (c) If it is not practicable for an employee to resume work on a part-time basis in the position which s/he held prior to taking parental leave, the employee will be so advised. If in such circumstances the University identifies a suitable vacant position to which the employee may be placed on a part-time basis, and the employee agrees, the employee will be placed in the alternate position and be paid the appropriate proportion of the salary applicable to her/his former substantive position for the period of part-time employment.
- (d) At the conclusion of the period of part-time employment, the employee will return to her/his substantive position on a full-time basis. If the former position occupied by the employee prior to taking parental leave no longer exists, the provisions of subclause 38.11(c) and (d) above will apply.

An employee has the right to apply for part-time work, however UNSW is not obliged to approve the application .

Some employees seek to return to work on a continuing part-time basis. This sits outside of Clause 38.12 and must be negotiated with your supervisor to enable a more permanent arrangement to be made.

Child Care

UNSW considers quality child care being accessible by staff to be one of the key factors in attracting and retaining staff. For local and international student families childcare services support their ability to study effectively and achieve their career aspirations.

UNSW sponsors places and/or subsidises the running costs of four childcare centres Kanga's Place, The House at Pooh Corner, Tigger's Place and the Honeypot Childcare Centre. The two centres mainly catering to the needs of families of staff are Kanga's Place and Tigger's Place.

The UNSW has made a firm commitment to expand current services available to assist the families of UNSW staff and students. The university recently engaged an architect to scope out the possible expansion of the Honeypot and Tigger's Place centres at Botany Street to accommodate additional children in 2009/10.

Places at UNSW childcare centres are limited and currently there is a waiting list of 2+ years. **It is important that you place your unborn or newly born baby's name on the waiting lists of centres on campus and centres close to your place of residence as soon as possible.** Also contact Randwick Council and your local Council for information regarding alternate childcare centres and services available to you. For information on UNSW centres go to:

- [House at Pooh Corner Childcare Centre](http://www.poohcorner.unsw.edu.au/)
<http://www.poohcorner.unsw.edu.au/>
- [Honeypot Childcare Centre](http://www.hr.unsw.edu.au/services/childcare/honeypot.html)
<http://www.hr.unsw.edu.au/services/childcare/honeypot.html>
- [Kanga's House Childcare Centre](http://www.hr.unsw.edu.au/services/childcare/kangas.html)
<http://www.hr.unsw.edu.au/services/childcare/kangas.html>
- [Tigger's Place Childcare Centre](http://www.hr.unsw.edu.au/services/childcare/tiggers.html)
<http://www.hr.unsw.edu.au/services/childcare/tiggers.html>

For local Council information go to:

http://www.dlg.nsw.gov.au/dlg/dlghome/dlg_LocalGovDirectory.asp?index=1

Staff with children at UNSW centres are able to salary sacrifice their childcare fees please go to <http://www.hr.unsw.edu.au/services/salaries/sacrific.html> for more information

There are alternatives to centre based childcare.

- **Family Day Care** is a childcare service where care is provided for small groups of children (usually four to six) in the home of an approved carer. Carers register with their local government coordination unit and are matched with families based on care requirements. Area coordinators work closely with carers by monitoring the carer along with details of groups and vacancies in the area.

Family Day Care is available for children aged 6 weeks to 12 years and may be able to provide flexible hours to suit a variety of situations.

More information about family day-care is available from NSW Family Day Care on 1800 157 818 <http://www.nswfamilydaycare.com.au/>
Or

- **Private Nanny** There are many agencies listed in local papers and directories. At present, staff/students are unable to claim Child Care Benefit (CCB) or Child Care Rebate for the service of a Nanny.

The following websites provide further important information regarding childcare options, taxation considerations and family assistance:

[National Child Care Accreditation Council](http://www.ncac.gov.au/) <http://www.ncac.gov.au/>

The Australian government has set up a Quality Assurance system covering all long day care, family day care and out of school hours care. All child care providers, including those on or near the UNSW campuses, are required to go through an accreditation process to ensure they meet the required standards of care.

[Family Assistance Office](http://www.familyassist.gov.au/) (FAO)

<http://www.familyassist.gov.au/>

The Family Assistance Office provides information about how to claim Child Care Benefit. Child Care Benefit can be claimed by families who use *approved* or *registered* child care centres.

[Australian Taxation Office](http://www.ato.gov.au/) (ATO)

<http://www.ato.gov.au/>

The ATO website provides information about the new 30% Child Care Tax Rebate and Baby Bonus.

[Child Care Access Hotline](http://www.facs.gov.au/internet/facsinternet.nsf/childcare/who-hotline.htm)

Ph 1800 670 305

<http://www.facs.gov.au/internet/facsinternet.nsf/childcare/who-hotline.htm>

The Child Care Access Hotline provides information about types of childcare including long day care and family day care in your area, quality issues and government assistance available to parents.

[Family and Community Services](http://www.facsia.gov.au/internet/facsinternet.nsf/childcare/nav.htm) (FACS)

<http://www.facsia.gov.au/internet/facsinternet.nsf/childcare/nav.htm>

The FACS website includes information about current child care benefits as well as reviews and studies relating to child care services and families.

[Local Council Directory](http://www.dlg.nsw.gov.au/dlg/dlghome/dlg_LocalGovDirectory.asp?index=1)

http://www.dlg.nsw.gov.au/dlg/dlghome/dlg_LocalGovDirectory.asp?index=1

Most local councils have information about the child care facilities in their area on their websites. Please click here to access the NSW Government local council directory.

[Centrelink](http://www.centrelink.gov.au/) <http://www.centrelink.gov.au/>

Visit the Centrelink website for more information about Parenting Payment, Family Tax Benefit, Child Care Benefit (CCB), Maternity Payment and Carer Payments.

Maternity – Your child arrives

Does my partner get some time off also?

This largely depends on where your partner works UNSW is proud to have been one of the first to enshrine 2 weeks paid Partner Leave into their Enterprise Agreements of 2003, as well as up to 50 weeks unpaid Partner Leave.

The entitlement to partner leave is the same for Academic Staff and the General Staff Agreements is as follow: From the General Staff Agreement 2006:

38.4 Partner Leave

An employee will be entitled to partner leave as follows:

- (a) An employee will be entitled to two weeks paid partner leave, to be taken during the period three weeks prior to and three months after the expected birth or placement of the child. For part-time employees, the paid portion of the leave will be paid at the appropriate part-time rate of pay.
- (b) In addition to the two weeks paid leave set out in subclause 38.4(a) above, an employee whose partner (including same-sex partner) has given birth to a child will be entitled to a further unbroken period of 50 weeks unpaid partner leave.
- (c) In addition to the periods of partner leave referred to in subclauses 38.4(a) and (b), an employee may apply to their supervisor for additional unpaid partner leave.

When do I have to finalise my intention regarding returning to work?

The clause relating to returning to work part-time requires that you make an application for return to part-time work at least 8 weeks before returning. The best arrangement is to try to give your supervisor some idea before you leave whether you will be looking to return to work on a part-time basis. You need do no more than that until you're getting close to 8 weeks prior to your completion of Parental Leave.

Of course, the more notice you can give your supervisor of your intentions to return part-time, the more likely that he or she will be able to modify plans around that to accommodate your request.

Your application for Parental Leave will have included a return to work date. If you don't contact your supervisor before returning to work he or she will be expecting you to return to work on that day. As the time to return to work approaches it is suggested that you telephone or email your supervisor and tell him/her how everything is going, whether your plans to return are on track and if you have any other requests or suggestions.

There is nothing preventing you from requesting to change your date of return or your hours of work at any time, however your co-operation with your supervisor, and as much notice as possible, provides the greatest likelihood that your requests can be met.

Post Maternity Leave – Settling back in

The adjustment to your lifestyle when you first bring a baby home is difficult to envisage, and if you have chosen to have an extended break from paid work you will have been working hard trying to establish a home routine . Family life leads to many adjustments.

Allow yourself some time to get back into the routine of working life, especially if you were a full-time employee returning part-time. In the best of all worlds, you and your supervisor will be comfortable to talk about this adjustment process and hopefully she or he can help. Sometimes the knowledge that your supervisor is empathic is all the support you will need.

There are a number of policies and conditions of employment which take on a new relevance now that you have a child at home. For instance, did you know about

Career Advancement Fund for Female Academics Returning from Maternity Leave

UNSW has established a fund to provide grants of up to \$10,000 for academic women returning from maternity leave.

- This fund was established to provide support to women returning from maternity leave to advance their academic career.
- The funds may be accessed for any legitimate University purpose that meets the goals of the fund, which might include (but not necessarily be restricted to):
 - - research assistance;
 - purchase of equipment or consumables for research purposes;
 - professional development (conferences or courses) related to teaching or research;
 - employment of casual teachers in order to reduce teaching loads for a period to enable the academic to focus upon developing their research.

Full details including contacts can be found on the website. The URL link is provided at the back of this booklet.

<http://www.hr.unsw.edu.au/employee/acad/advancement.html>

Other matters of interest to parents.

Carer's Leave

As a parent with responsibility for a child you will probably need to use Carer's Leave when your child falls ill. Entitlements to carers leave is the same for Academic and General Staff. From the General Staff Agreement:

34.0 CARER'S LEAVE

34.1 Interpretation

"Carer's leave" refers to the use of part of an employee's entitlement to sick leave for the purposes of caring for an immediate family member.

Your entitlement to Carer's Leave comes out of your sick leave your entitlement is calculated as follows;

34.2 Entitlement to Carer's leave

- (a) Carer's leave is available as follows:
 - (i) In the first two years of employment, the employee can take up to 10 days of available sick leave as carer's leave in any one year for each of the first two years.
 - (ii) In the third and subsequent years of employment, the employee can take up to 12 days of available sick leave as carer's leave per year.
- (b) If the current year's entitlement to sick leave is exhausted, accumulated sick leave may be accessed for carer's leave.
- (c) If all accessible leave for the purpose of carer's leave is exhausted, an employee may, with the approval of the Director Human Resources, take leave without pay to cover the absence.

UNSW Breastfeeding Policy Statement

The policy acknowledges the wishes of many mothers returning from maternity leave to continue to breastfeed.

The policy provides a statement of in-principle support, a list of on-campus facilities available for breastfeeding and suggest ways to help manage work arrangements and maintain a regular schedule for breastfeeding.

<http://www.hr.unsw.edu.au/employee/bfeeding.html>

Children on Campus Policy

UNSW has a policy in relation to children on campus. The policy refers to the general principles, provides some general guidelines and highlights safety considerations that you need to be mindful of before bringing children onto campus.

<http://www.hr.unsw.edu.au/employee/children.html>

Working from Home Agreement – Professional and Technical Staff

This site details the issues surrounding working from home and provides checklists and guidelines on setting up these arrangements

It includes a downloadable document detailing the agreement essentials.

<http://www.hr.unsw.edu.au/employee/gen/wkhmpol.html>

Professional and Technical Staff Policy - Additional Leave and Equalisation of Salary Scheme

This scheme provides for employees to take additional periods of leave during the year and to have their salary equalised over the entire year. The scheme might be attractive to employees with family responsibilities. An Employee may wish to be absent from work during all school holidays.

<http://www.hr.unsw.edu.au/employee/gen/equalise.html>

Applying for Leave

A myUNSW application of most types of leave is located on the web. With regard to parental leave a written application must be made with a medical certificate stating the expected date of confinement should be attached. The application must contain the proposed dates of absence, type of leave required, supervisors acknowledgement/approval and sent to the leave clerk in HR.

A recent upgrade of the website now allows you to enter many types of leave via the web, however all applications for Parental Leave have to be submitted using the standard paper version.

Who to contact?

For all matters relating to leave applications and entitlements, contact Donna Pendergast and Sheila Beer in Human Resources the first instance on 9385 2733. Leave@unsw.edu.au

For general conditions of employment contact your Faculty Human Resources Consultant. You may also contact the Industrial Relations Advisory Unit on 9385 1710 with any issues.

Websites of Note

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| Parking for Pregnant Staff/Students | http://www.security.unsw.edu.au/parking/park_pregnant.htm |
| Career Advancement Fund for Academic Women | http://www.hr.unsw.edu.au/employee/acad/advancement.htm |
| UNSW Staff PhD Completion Scholarship | http://www.grs.unsw.edu.au/unistaff/staffcompletion.html |
| General Staff Additional Leave and Equalisation of Salary Scheme | http://www.hr.unsw.edu.au/employee/gen/equalise.html |
| UNSW Breastfeeding Policy Statement | http://www.hr.unsw.edu.au/employee/bfeeding.htm |
| Children on Campus Policy | http://www.hr.unsw.edu.au/employee/children.htm |
| Nappy Change Sites on campus | http://www.hr.unsw.edu.au/locations.pdf |
| Family Friendly Work Practices | http://www.infonet.unsw.edu.au/staff/fbinsert.htm |
| Pre-natal Leave Policy | http://www.hr.unsw.edu.au/employee/acad/prenatalaca/html |
| Working from Home Agreement – General Staff | http://www.hr.unsw.edu.au/employee/gen/wkhm-ag.html |
| Working from Home – Professional and Technical Staff – Policy | http://www.hr.unsw.edu.au/poldoc/wkhmpol.htm |
| Child care at UNSW | http://www.infonet.unsw.edu.au/service/chilcare/chldcare.htm |
| UNSW Academic Staff Enterprise Agreement 2006 | http://www.hr.unsw.edu.au/services/indrel/acadea2006.pdf |
| UNSW General Staff Enterprise Agreement 2006 | http://www.hr.unsw.edu.au/services/indrel/genea2006.pdf |
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| MyUNSW – Website for electronic application for leave | https://my.unsw.edu.au/ |

Comment [U1]: This needs to be removed and reference to this policy CONTACT POL MGT

