HR51A – Paid Primary Carer Leave Application Form

Please use HR51- Parental Leave Application Form (Maternity/Adoption) if applying for maternity leave or if you are a UNSW couple intending to share maternity leave.

Please note: you must notify your Supervisor no later than 10 weeks prior to your intended start date. Refer to the UNSW Parenting Booklet and Parental Leave Checklist for Employees for comprehensive information on parental leave https://www.hr.unsw.edu.au/diversity/flex-work-leave/parental-leave.html

SECTION 1 - STAFF MEMBER DETAILS

Employee No.: _______________________
Last Name: __________________________ First Name: __________________________

Type of Employment:  □ Full-Time  □ Part-Time
              □ Continuing  □ Fixed Term ending __________________________

SECTION 2 – LEAVE ARRANGEMENTS

(Expected) Date of Birth: ________________________________________________

Primary Carer Leave Start Date: _________________

Primary Carer Leave End Date: _________________

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<tr>
<th>Type of Primary Carer Parental Leave</th>
<th>Comments</th>
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<tr>
<td>□ Paid Primary Carer Leave – Full Pay</td>
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<td>□ Paid Primary Carer Leave – Half Pay</td>
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<td>□ Have you taken, or do you intend on taking, Partner Leave in respect of this birth? □ Yes □ No</td>
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<td>□ Already submitted application in myUNSW? □ Yes □ No</td>
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Additional Information:
______________________________________________________________________________
______________________________________________________________________________
SECTION 3 - PRIMARY CARER LEAVE DECLARATION

Only Staff Members applying for Primary Carer Leave need to complete this section.

I, (write full name): _______________________________________________________________

declare the following:

1. In relation to the Primary Carer Leave sought, I will assume the role of the primary carer. I understand this means I will be the parent who principally meets the daily needs of a child (or children) born, during the hours that I would otherwise regularly work at the University in the leave period requested. During the leave requested my partner (or anyone else) will not be the primary carer and any assistance I receive from them will only be to supplement my role as the primary carer of the child (or children) born.

2. ☐ My partner: ________________________________________________________________

is employed by:______________________________________________________________

and has access to paid parental leave? ☐ Yes/ ☐ No

If yes, has your partner taken, or intend to take, any partner, parental, primary carer (or similar) leave? ☐ Yes/ ☐ No

If yes, what period/s of paid and unpaid leave has, or will have been, taken by your partner in respect of this birth?

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<tr>
<th>List all periods of any paid and unpaid leave taken on a separate line</th>
<th>Start date(s)</th>
<th>End date(s)</th>
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Total number of weeks of paid partner, parental and/or primary carer leave:____________________

or

☐ not applicable - I have no partner

☐ is not employed - please complete Section 3(3) - ‘other reasons’

3. In the entire duration period I have requested Primary Carer Leave, my partner will be:

☐ working on a continuing (full time or part time), fixed term, casual or contractual basis and not on any paid or unpaid leave (other than partner leave around the birth of the child ); or

☐ enrolled with an officially recognised education provider (insert provider name):
________________________________________________________________________

and studying (insert course):__________________________________________________

on a full time basis: ☐ Yes/ ☐ No; or
☐ other reasons – please specify why you will be primary carer (provide details):

_______________________________________________________________________
________________________________________________________________________

☐ I have attached a medical certificate from a doctor/midwife stating the expected date of birth of the child.

☐ I will provide the child’s birth certificate to my local UNSW HR representative as soon as it becomes available.

☐ I acknowledge and agree that UNSW may ask me to provide further evidence to show that I will be the Primary Carer of the my child during the requested leave period prior to granting paid Primary Carer leave or at any point in time.

☐ I confirm that I agree that UNSW’s policies and procedures as updated from time to time, including but not limited to my obligations in respect of paid outside work set out in section 3 of UNSW Code of Conduct and the UNSW Paid Outside Work Policy continue to apply to my employment despite me being on parental leave.

☐ I confirm that the information I have provided and attached with this application is true and accurate at the time of completion. I will update UNSW if my circumstances change. I am aware that supplying false or misleading information may lead to disciplinary action and/or cancellation of approved leave.

SECTION 4 – SIGNATURE OF THE PERSON MAKING THE DECLARATION (A UNSW EMPLOYEE) AND A WITNESS

I solemnly and sincerely declare the matters set out above and I conscientiously believe those matters to be true.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under the Oaths Act 1900 (NSW).

The following signature needs to be made in the presence of a qualified witness.

Statutory declarations under the Oaths Act 1900 may be made before an authorised witness - usually a JP, a lawyer or a notary public.

Staff Member signature:

Place: Date:

in the presence of an authorised witness, who states:

I, ............................................................................... , a ............................................................................... , [name of authorised witness] [qualification of authorised witness] certify the following matters concerning the making of this statutory declaration by the person who made it:

[* please cross out any text that does not apply]

a. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

b. *I have known the person for at least 12 months OR *I have confirmed the person’s identity using an identification document and the document I relied on was .........................................................
Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which can include fines or imprisonment for a maximum of 5 years — see the Oaths Act 1900.

SECTION 5 – HUMAN RESOURCES ACKNOWLEDGEMENT AND SIGNATURE

☐ I have reviewed this request and attachments and am satisfied the employee has demonstrated they are eligible for Primary Carer Leave.

Human Resources contact signature: ____________________________ Date: ____________________________

Name of Human Resources contact: ____________________________

SECTION 6 - SUPERVISOR ACKNOWLEDGEMENT AND SIGNATURE

☐ I support this parental leave application.

☐ I confirm, to the best of my knowledge, the employee has supplied true and accurate information. I will update Human Resources if I believe the employee’s circumstances have changed.

Supervisor signature: ____________________________ Date: ____________________________

Name of Supervisor: ____________________________

Submit your form and attached documents to leave@unsw.edu.au (Cc your Supervisor and HR) no later than four weeks prior to your intended start date. It is strongly recommended that you discuss your intentions with your Supervisor and HR a significant period of time prior to doing this.