



PARENTAL LEAVE



A GUIDE FOR UWA STAFF AND SUPERVISORS

Table of Contents

Parental Leave: An Overview	2
Introduction	4
Am I eligible for parental leave?	4
Parental leave entitlements	4
Return to work bonus	5
How do I apply for parental leave?	6
Can I take other leave during parental leave?	6
Can I alter my period of parental leave while on leave?	6
Will my parental leave count as service?	6
How will I be paid?	6
What happens with my superannuation?	7
When should I tell my supervisor I am pregnant?	7
What if my baby arrives before my parental leave begins?	7
What if I miscarry or my baby dies?	8
What if my job is unsafe to perform or I am ill during pregnancy?	8
Can I apply for another position while I am pregnant?	8
Keeping in touch	9
Returning to work	10
What support is there to help me get my career back on track?	11
What are my options for flexible work?	12
Managing work and parenthood	16
When things go wrong	17
What facilities are available to me?	18
Useful resources & contacts	19

Parental Leave: An Overview

PARENTAL LEAVE

Parental Leave

Partner Leave

WHO HAS ENTITLEMENT

WHO HAS ENTITLEMENT

Primary Caregiver

Non-Primary Caregiver

Ongoing staff with 12 months continuous service and fixed term staff with 12 months continuous service to the extent of their contract.

All ongoing staff and fixed term staff to the extent of their contract.

Ongoing and fixed term staff with 12 months or more continuous service.

Ongoing and fixed term staff with less than 12 months service.

ENTITLEMENT DESCRIPTION

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104 weeks parental leave comprised of:

14 weeks paid parental leave on full rate of pay, or 28 weeks on half pay.

other paid leave: return to work bonus (as additional paid parental leave to 22 weeks); annual, long service, deferred salary and purchased leave.

Unpaid parental leave during which the employee can undertake occasional casual work incidental to their substantive position (payment cannot exceed 1 FTE).

104 weeks parental leave comprised of:

other leave: annual, long service, deferred salary and purchased leave (as part of, not additional to, the 104 weeks).

Unpaid parental leave during which the employee can undertake casual work incidental to their substantive position (payment cannot exceed 1 FTE).

2 weeks paid partner leave.

2 weeks unpaid partner leave.

Must be taken within three months after the birth or adoption of the child. Can be taken in increments of single days or in a block.

EMPLOYEE OBLIGATIONS

Application for Parental Leave:

- Employee to give 10 weeks notice in writing of anticipated period of parental leave, and to provide a medical certificate confirming pregnancy and estimated date of birth.

Variation of Application:

- Employee to give 6 weeks notice of intention to reduce or extend period of leave.

RETURNING TO WORK

Return to Work Bonus

WHO HAS ENTITLEMENT

Primary Caregiver

Staff with 1-5 years service.

Staff with 5 or more years service.

ENTITLEMENT DESCRIPTION

Equivalent to additional 12 weeks paid leave.

Equivalent to additional 22 weeks paid leave.

EMPLOYEE OBLIGATIONS

An employee who accesses the return to work bonus is required to enter into a written contract covering:

- 1) requirement to return to work for 12 months;
- 2) requirement to pay back the value of the return to work bonus if (1) above is not met.

This is signed at least 6 weeks prior to the commencement of the Return to Work Bonus.

Returning to Work

WHO HAS ENTITLEMENT

Primary Caregiver

All ongoing staff and fixed term staff to the extent of their contract.

ENTITLEMENT DESCRIPTION

Return to same position, or a position equivalent in pay, conditions and status commensurate with the employee's abilities in the substantive position immediately prior to commencing parental leave.

To return on a part-time or job-share basis to substantive position or to a different position of same classification level.

To revert to full-time work at the same classification level within 2 years of returning to work.

EMPLOYEE OBLIGATIONS

Employee to confirm intention to return to work not less than 6 weeks prior to the expiration of their parental leave. If intending to return to work within 6 weeks after the birth of their child, the employee must provide a medical certificate certifying they are fit to do so.

EMPLOYER OBLIGATIONS

- Employer shall not terminate employment of an employee on the grounds of the employee's application for parental leave or absence on parental leave.
- Employer shall not discriminate against employee on grounds of pregnancy/family responsibilities.
- Employer shall inform replacement employee of temporary nature of employment and entitlement of employee on parental leave to return.
- Employer shall inform employee on parental leave of any decision to introduce major change likely to impact on employee's position.

Introduction

Parental leave is the term used to describe leave available for the purpose of caring for a newborn or adopted child. This leave is available to the primary caregiver and their partner.

The provision of parental leave has benefits for both the staff member and their family, and the University. The intention of parental leave is to provide job security while allowing you to share in the important work of caring for your child. The University benefits as the provision of parental leave helps secure your return to work and ensures that your skills won't be lost to the University.

Full details of Parental Leave provisions can be found in the relevant sections of the Enterprise Agreements. These are available on the UWA website via Human Resources Enterprise Agreements:
www.hr.uwa.edu.au/agreements

Am I eligible for parental leave?

With the exception of casuals and most staff employed through externally funded research grants, all staff are entitled to parental leave. However, eligibility for paid parental leave requires the completion of 12 months continuous service immediately prior to accessing the leave.

What if I have a fixed term contract?

If you are employed on a fixed term contract, you are eligible for paid and unpaid parental leave to the expiry of your existing contract of appointment. Parental leave cannot be used as the basis to extend your employment beyond the date you are contracted. If your employment would have ended at the completion of your existing contract, the fact that you are on parental leave will not alter this and your employment will end at the expiry date noted in your contract. However, it is unlawful not to continue employment on the basis of you being on

parental leave. Therefore, if your employment would have continued had you not been on parental leave, you should be continued in your position and offered further employment either on a fixed term or ongoing basis as appropriate.

What if I am in a same-sex relationship?

Parental leave is available to gay, lesbian, bisexual, transgender and intersex (GLBTI) staff as well as heterosexual staff, and use of the term 'partner' in this publication is inclusive of same-sex partners.

Parental leave entitlements

Primary Caregiver

If you have completed 12 months continuous service you are entitled to 14 weeks parental leave at your full rate of pay. In addition to paid leave, or in circumstances where you don't qualify for paid leave, you may take parental leave without pay which can bring the total period of continuous leave to a maximum of two years.



The total paid and unpaid leave available is, therefore, two years or 104 weeks. The total period of parental leave taken cannot exceed the period of employment, i.e. your contract of employment must cover the period over which you wish to access the leave. See 'What if I have a fixed term contract?'

If you and your partner are both UWA employees, your partner is entitled to two weeks paid partner leave (see below). Any additional paid parental leave they may take is deducted from the total parental leave entitlement. The above provisions also apply in the case of the adoption of a child.

Partner Leave

If you have completed 12 months continuous service you are entitled to two weeks partner leave on full pay when your partner has a baby. If you have less than 12 months continuous service, two weeks unpaid leave may be taken. Partner leave can be taken in one block of two weeks leave, or in increments of a minimum of one day at a time up to two weeks in total, and is accessible for three months after the baby's date of birth. The total period of partner leave taken cannot exceed the period of employment, i.e. your contract of employment must cover the period over which you wish to access the leave. See 'What if I have a fixed term contract?'. The above provisions also apply in the case of the adoption of a child.

Return to Work Bonus

On the completion of your period of paid parental leave you will also be eligible for a Return to Work Bonus of an additional 12 weeks full pay if you have been a UWA staff member with 1-5 years continuous service; or an additional 22 weeks full pay if you have been a UWA staff member with more than 5 years continuous service.

The Return to Work Bonus (RTWB) is available to both academic and general staff and may be put to a variety of purposes.

The RTWB may be used for any of the following, either singularly or in combination:

- As additional paid parental leave of up to 12 or 22 weeks (as part of the 104 week entitlement);
- As an allowance to offset associated costs such as childcare, and paid either fortnightly or as a lump sum;
- To fund a graduated return to work thereby enabling you to work reduced hours for a period of time, and paid as an allowance covering the difference between the number of hours now being worked and the number of hours worked immediately prior to parental leave;
- Paid into a research account to assist in re-establishing a research career: for example, to fund a research assistant who can keep your research going while you are on parental leave, or help you to catch up with the work upon your return.

The RTWB is not superannuable and must be cleared within 12 months of your return to work. You must notify your school or administrative department of which option you wish to access either in conjunction with your parental leave application, or not later than six weeks prior to the completion of your paid parental leave entitlement.

Accessing the RTWB requires submission of a separate leave form and Deed with the University. The Deed is a legally binding agreement which, in return for receiving the bonus, requires you to return to work for 12 months at 50% or more of your normal fractional appointment after a term of parental leave. The purpose of the Deed is to ensure that where staff receive the bonus, they are bound to return or repay the money in full if they do not return to work for a minimum period of 12 months. The Vice-Chancellor has the capacity to waive the repayment of the RTWB in exceptional circumstances.

You should contact your relevant Faculty HR Services Team in Human Resources for further information on your eligibility for a Return to Work Bonus, and the ways in which this bonus can be taken. Contact details can be found at the end of this booklet.

How do I apply for parental leave?

Your leave application, together with a certificate from a qualified registered medical practitioner stating the expected date of delivery, must be submitted to your supervisor (who is responsible for forwarding the application to Human Resources) at least 10 weeks prior to the commencement date of the leave.

Can I take other leave during parental leave?

Annual and Long Service Leave

You may use accrued annual leave during any period of unpaid parental leave. You may also be able to access *pro rata* long service leave as per the provisions of relevant Agreements. Both annual leave and long service leave are included as part of, not additional to, the 104 weeks parental leave.

Sick Leave

Sick leave credits cannot be accessed during parental leave for general illness. Sick leave credits can only be accessed if you are on unpaid parental leave and you develop an illness resulting from your pregnancy or from childbirth. To apply for this leave you will need to submit a medical certificate with your leave application.

Can I alter my period of parental leave while on leave?

You are entitled to extend your period of parental leave as long as this will not mean that your leave exceeds the maximum period of leave available to

you (i.e. two years), or extends the leave beyond the contract of your employment. You should provide at least six weeks notice of your intentions. If you are able to provide a greater period of notice, you are encouraged to do so.

You may apply to your supervisor to reduce the period of leave for which you originally applied. You are required to give at least six weeks notice prior to your new requested return date, and should be aware that the capacity to meet such a request is subject to departmental convenience and will largely depend on arrangements put in place to cover your leave.

If you intend to return to work within six weeks after the birth of your child, you will need to provide a certificate certifying that you are fit to do so.

Will my parental leave count as service?

Any period of paid parental leave will count as qualifying service for all purposes. A period of unpaid parental leave will not count as qualifying service but will not be regarded as a break in service. Therefore, while your employment is regarded as continuous during unpaid parental leave, you do not continue to accrue any form of leave during this period.

How will I be paid?

If you are on paid parental leave, you may opt to:

- continue payments on a normal fortnightly basis;
- have continuous fortnightly payments at half-pay;
- receive a lump sum payment at the time of commencing leave.

What happens with my superannuation?

Your superannuation continues as normal during all periods of paid parental leave. However, if you take your paid parental leave as 28 weeks on half pay, then your superannuation will be adjusted accordingly. During periods of unpaid parental leave, no contributions are made to your superannuation unless you arrange to contribute both your portion and the University's portion. You should contact the Superannuation Office for further information.



When should I tell my supervisor I am pregnant?

Officially, you do not need to tell your supervisor you are pregnant until 10 weeks before the date you intend commencing parental leave. In practice, most women will notify their supervisors and work colleagues when they feel most comfortable in doing so. This may be as soon as they find out they are pregnant, or at the end of the first trimester when the risk of miscarriage is lessened, or later.

Factors to take into consideration when making your decision on when to inform your workplace of your pregnancy may include:

- Potential health and safety issues associated with your job that may affect you or your baby;
- Allowing enough time for alternative arrangements to be made to cover your work during your parental leave;
- Concern that early knowledge of your pregnancy may, perhaps unconsciously, interfere with decisions regarding renewal of your contract, development opportunities or the work allocated to you.

If you are concerned about possible discrimination, contact an Equity and Diversity Adviser. You can also seek advice from Equity and Diversity Services, or Employee Relations and Management Services in Human Resources. Contact details can be found at the end of this booklet.

What if my baby arrives before my parental leave begins?

In circumstances where you give birth before the approved date of your parental leave, the parental leave period begins at the revised date of your baby's birth. The length of your parental leave remains the same as the original leave period with a revised return date.

If the start date of your new parental leave period means that you will not have the amount of continuous service required for paid parental leave (i.e. at least 12 months) you will not be entitled to paid parental leave or the Return to Work Bonus, but will still be eligible for unpaid parental leave. You may also be eligible to use accumulated sick leave in this instance.

Likewise, if the change in your parental leave means you have not completed at least five years continuous service at the commencement of your leave, your Return to Work Bonus may revert from the additional 22 weeks pay to only 12 weeks pay.

What if I miscarry or my baby dies?

In circumstances where a pregnancy terminates by miscarriage or the baby dies prior to you commencing parental leave, the leave is cancelled. However, you may access sick leave for a period stipulated by your doctor, and compassionate/bereavement leave. A period of leave without pay may also be available in accordance with leave without pay provisions of the relevant Agreements.

In circumstances where a pregnancy terminates by miscarriage or the baby dies after commencing parental leave, you are entitled to stay on paid parental leave for the period of your application. You may also access sick leave for a period stipulated by your doctor, and compassionate/bereavement leave. A period of leave without pay may also be available in accordance with leave without pay provisions of the relevant Agreements. Should you wish to return to work earlier than the expiry of your original parental leave, you should contact your supervisor to discuss your intentions.

What if my job is unsafe to perform or I am ill during pregnancy?

If a registered medical practitioner believes that illness or risks during pregnancy, or hazards connected with your work make it unsafe or inadvisable to continue in your current job, you may be transferred to a safe job on your existing rate of pay. The University's Safety and Health office may also need to make an assessment. If you require time off from work due to illness, you are entitled to take sick leave. If your job is unsafe and an alternative position (i.e. safe job) isn't available, you may be required to take parental leave for the period certified as necessary by the medical practitioner.

Fractional employment for one or more periods of your pregnancy may also be possible if certified by your medical practitioner. In these circumstances your paid parental leave will be calculated at your substantive pay rate: that is, your reduction to part-time for health or safety reasons does not impact on your paid parental leave entitlements.

Can I apply for another position while I am pregnant?

You are entitled to apply for other positions (including secondments and other positions available through the UWA Mobility Programme) while you are pregnant. By law, being pregnant should not be a discriminating factor in your ability to successfully acquire a new position. You are under no obligation to inform prospective supervisors (or mention in your job application or interview) that you are pregnant. While most supervisors and managers may be fine with this knowledge, if you are not comfortable, you are advised against divulging such information if you feel your ability to successfully acquire a position based on merit may be outweighed by knowledge of your pregnancy.

If you choose not to divulge your pregnancy until after you are offered a new appointment, it is recommended that you inform your new supervisor upon acceptance of the position. Reinforcing your commitment to your new job and outlining the long-term benefits you can bring to the position will go a long way toward alleviating any discomfort you may feel when discussing your pregnancy.

Keeping in touch

When planning parental leave, it is important you and your supervisor discuss the level of contact you wish to have with the workplace during your leave. Some staff may opt not to be involved with the workplace during their leave; however, many staff have expressed a desire for contact during that period. It is recognised by many that an absence for parental leave purposes can become isolating and may exclude them from informal networks that are an important part of communication in any workplace.

This discussion should include the type of information you wish to receive. For example, written information may include minutes of meetings you would normally attend or receive, circulars and emails distributed to all staff, Department/School/Faculty circulars and emails, and *UWAnews*. Provision of remote access to your University email account during the period of parental leave should also be considered if you wish to correspond by email.

In addition to the provision of written and electronic communication, supervisors and staff on parental leave may choose to arrange:

- Regular phone conversations;
- Attendance at training courses (or online training);
- Attendance at meetings;
- Social events (e.g. retirement of colleagues, end of year parties).

Please note that attendance at any training courses, meetings or social events is entirely voluntary and you will not be paid for attendance. Supervisors should also note that a staff member's willingness to attend training or meetings may be hampered by lack of suitable child care arrangements. Supervisors should acknowledge these concerns when consulting with staff and be flexible in addressing them.

In some circumstances it may be possible to bring the child to the workplace (e.g. this may be the case with young babies who spend a large amount of time sleeping). For more information on this, see the section 'Bringing my child to work'.

Level of Contact

Staff planning to take parental leave, and their supervisors, need to recognise that the level of interest staff may have in the workplace while caring for a child can vary over the period of leave and between staff. Some staff may be keen to read all available information and attend every meeting for the entire period of their leave, while others only regain an interest in workplace news just prior to their return to work.

There will need to be room for flexibility in the level of contact that was arranged before parental leave commenced. Staff on parental leave need to recognise that in many cases someone else will perform their duties in their absence and their involvement in the workplace needs to complement those arrangements.

Staff on unpaid parental leave may undertake casual work in accordance with the provisions of the various Enterprise Agreements. Some staff may be interested in opportunities for casual work and early identification of this is suggested.



Returning to work

How do I let the university know I am returning to work?

You are encouraged to contact your supervisor (and follow-up with written confirmation) to discuss your intentions to return to work at least six weeks before your parental leave expires. This contact will allow you and your supervisor to discuss your options, including flexible working hours and part-time work, and any concerns that may exist. This will also allow for an update of changes in the workplace if regular contact was not maintained during the parental leave period. Supervisors should also give some thought to the type of induction that will need to take place on the staff member's return.

Both supervisors and staff on leave should note that open and early communication on available options and preferences assists in a smooth transition from leave to the workplace. These options are detailed in the section, 'What are my options for flexible work?'

What job will I return to?

At the conclusion of your parental leave you will normally return to the position you held immediately before taking leave, or to a position equivalent in pay, conditions and status as your substantive position. If you were transferred to a new job for safety reasons while pregnant, you would normally return to the position you held immediately prior to transferring.



What if my job no longer exists or has changed?

If that position no longer exists and a comparable position is available, you will continue to be employed at your substantive classification level and incremental step and, as far as is practicable, will be assigned duties which are similar to those performed prior to taking leave.

In circumstances where the position is changed but essentially continues to exist, you would normally return to the changed position. You will be consulted concerning any redesign of your position while on parental leave.

In circumstances where that position no longer exists and there are no comparable positions available, the relevant redundancy and redeployment provisions apply. In these circumstances you should be consulted regarding the intention to declare redundant the position you occupied immediately prior to commencing parental leave. In situations where redundancy or redeployment may occur, the University's Mobility Officer will provide assistance in finding alternative employment on campus if possible.

Returning to Work ... Tips for Supervisors

Supervisors will need to be mindful of the juggling of work and family responsibilities required of staff after their return to work. For example, supervisors need to be conscious of not making assumptions about the hours staff are available when scheduling training and meetings. This is particularly the case for part-time staff who often have little flexibility with child care arrangements.

What support is there to help me get my career back on track?

Fay Gale Fellowships

Fay Gale Fellowships assist eligible staff who are at an early stage in their career to spend a period, normally of not less than three months, working in a University or other educational institution overseas. Three fellowships are available annually to academic and general staff. Applicants should hold ongoing appointments of at least 0.6 fraction or more, and have worked continuously for the University for at least 2 years. When assessing the applications, the Fellowship Committee will give preference to those applicants who have not previously travelled overseas or have particular need for assistance because of family commitments. For further information visit www.equity.uwa.edu.au/welcome/fay_gale_fellowships



Leadership Development for Women (LDW)

The Leadership Development for Women (LDW) Programme at UWA is open to all levels of female staff who are employed half-time or more and whose contracts run at least until the end of the year in which the programme commences. To meet the needs of all eligible women, two separate programme streams are run in alternate years: 'Developing Personally and Professionally', and 'Leadership and Management'. While there are no stipulated levels of appointment required for either stream, women are encouraged to self-select according to their particular needs and what would be appropriate for them. Contact details are at the end of this booklet.

UWA Re-Entry Postdoctoral Research Fellowships

Two fellowships are offered in any three year period to researchers who have taken time out from their research because of family responsibilities (e.g. child rearing) to enable them to get their research careers back on track. Fellowships are for a three year period and may be taken full-time or part-time. For further information visit www.research.uwa.edu.au

Return to Work Bonus

The Return to Work Bonus (RTWB) is available to both academic and general staff and may be used for a variety of purposes, including extra paid parental leave or to help facilitate a return to work. For a full explanation, see the section on the 'Return to Work Bonus' at the beginning of this booklet.

What Are My Options For Flexible Work?

You may, with the agreement of your supervisor, return to work on a flexible work basis. Flexible work options include flexible hours, fractional appointments, job-sharing, home-based work, deferred salary scheme, and purchased leave. The duration of flexible work options should be negotiated with your supervisor at least six weeks prior to your date of return, with the arrangement put in writing and subject to operational considerations.

You should not be unreasonably denied the opportunity to return to work on a flexible basis. Supervisors need to consider how the work might be performed flexibly when considering a request to return to work on a flexible basis. Issues such as the fraction requested may also need to be negotiated in order to be reasonable for all parties, particularly if it is necessary to recruit someone to perform part of the job.

In changing to a flexible work arrangement, it is important to communicate frequently with your supervisor to ensure you are clear about what is expected of you, to discuss whether the arrangement is working for you or not, and to suggest alternative options that you think will work better.

Job Sharing

Job sharing is usually where two people share the responsibility for one position. This form of work is particularly useful if the position needs to be filled on a full-time basis (e.g. school manager, reception, office administration, etc.).

Job sharers may share all the duties of a position, or divide the position into two and be assigned with designated tasks. They may work in a variety of ways, such as working alternate days or even weeks, or two and a half days each per week. One sharer may do a greater proportion of the work than the other (e.g. 60:40) or both sharers together may work more than a full-time week. Sharers may overlap so they can communicate or attend important meetings together.

Job sharing also has a range of benefits for the employer, including:

- Two people bring two sets of skills and experience to the job, optimising diverse inputs and individual strengths;
- Job-sharers may be able to back each other up (if appropriate) during periods of leave or other absence;
- Job-sharers often bring increased energy and creativity to the job, leading to improved output and greater satisfaction for the staff.



Flexible Work ... Tips for Supervisors

Research shows that the positive attitude of supervisors to flexible work arrangements plays a crucial role in their successful implementation. Since it is recognised that flexible work arrangements benefit the University as well as staff, it is therefore important for supervisors to be aware of the types of flexible work arrangements available to staff and associated policies, how these arrangements may be implemented, and to be able to advise staff of their options.

Benefits for offering flexible work to staff returning from parental leave:

- Reduces absenteeism;
- Increases productivity;
- Lowers staff turnover;
- Reduces training costs;
- Produces a positive organisational image;
- Attracts and retains higher quality staff.

Supervisors should discuss a Flexible Work Arrangement Agreement with the returning staff member and make it as detailed and transparent as possible. Elements to consider include:

- Agreeing on a definitive time period for the agreement to last (e.g. 12 weeks, six months, etc), including an end date;
- Setting an evaluation date (e.g. after the first eight weeks) to discuss with the employee how things are working out and if any adjustments need to be made;
- Communicating clearly and often about the work required to be completed each week to fulfil the obligations of the agreement;
- Specifically outlining which duties are to be performed and by whom (particularly if job-sharing, working part-time, or dispersing tasks amongst a number of people);
- Determining which duties are appropriate to complete at home, and which tasks require a presence in the office if undertaking home-based work;
- Outlining how you will keep the staff member informed of events at work (e.g. regular meetings) if they are only in the office on a part-time basis;
- Positively communicating the new work arrangements to other staff so misconceptions are minimised and issues such as dispersed workload can be addressed.

What Are My Options For Flexible Work?

Part-Time Work

Staff returning from parental leave may be employed on a part-time basis at the same level of employment as the job they left. Salary entitlements such as leave and superannuation are calculated on a pro-rata basis, while salary increments still occur annually (if applicable). You also have the right to return to full-time within two years of your return from parental leave.



indicate how long the arrangement should last (with the option of extending the period if necessary), and include an evaluation date so that discussion about whether the arrangement is working can be held with your supervisor.

Part-time working arrangements should be discussed with your supervisor as early as possible, so specific duties, days and times can be worked out clearly and in advance. As with other flexible work arrangements, it is a good idea to

Home-Based Work

Home based work is an excellent way of balancing work and family responsibilities, particularly when your baby is very young. Academic members of staff can work from home as long as their obligations to students are being met. This form of flexible work is available to general staff who (with the agreement of their supervisor) may work from home for up to three-fifths of their normal weekly work hours.

Part-time Workers ... Tips for Supervisors

Workers who are in the office part-time often feel isolated and can quickly feel left out. To minimise this occurring, supervisors should always endeavour to:

- Arrange staff meetings and other important meetings to coincide with when the employee is in the office;
- Include the employee in events such as staff development or social activities (and extend invitations even if the event doesn't fall on a day they're in the office);
- Actively support the employee's choice of flexible work and your decision to grant it if grumblings or misconceptions about the employee and their work commitment and/or work-practices arise from their colleagues.

Home-based work should be performed within the usual core working hours and is results driven (i.e. assessed on work completed in terms of quality and quantity). You keep the same benefits as you would if working in an office, and you gain the extra benefits of reduced time spent commuting, reduced distractions, higher flexibility and better coordination between work and personal responsibilities.

Since home-based work involves issues such as confidentiality, workplace health and safety and public liability, it is important to discuss this option with an Employee Relations Officer prior to making arrangements with your supervisor. A safety and health assessment of your work area at home may also be required. A Home-based Work Arrangement Agreement will need to be established with your supervisor.

Home Based Work ... Tips for Supervisors

Offering home-based work to an employee returning from parental leave can be beneficial for both employer and employee. Advantages include:

- Earlier return to work due to convenience of being able to satisfy both parental and work commitments (e.g. if employee is breastfeeding);
- Retention of skilled staff who may otherwise resign due to competing personal and professional obligations;
- Higher employee morale and well-being because they are able to work as well as spend time with their baby;
- Reduction of absenteeism if their baby is unwell;
- Better time effectiveness and less office distractions, thus higher output and quality of work.

Deferred Salary Scheme

The Deferred Salary Scheme allows general and academic staff to work at a reduced salary for a period of time so that a 6 or 12 month block of time may be taken from work with a continuance of salary.

Benefits of participating in the Deferred Salary Scheme include planning ahead for when children begin school, studying, accompanying a partner taking an overseas sabbatical, etc. The period of time taken counts as service, so annual leave and long service leave accrue and your superannuation continues, but the leave taken does not count as service for salary increments. If necessary, you can withdraw from the scheme prior to taking leave and receive a lump sum payment for salary forgone.

The options for the Deferred Salary Scheme are:

Number of years worked @ percentage of full salary	Length of leave @ percentage of full salary
4 years @ 80% salary	1 year @ 80% salary
4.5 years @ 90% salary	6 mths @ 90% salary
2 years @ 80% salary	6 mths @ 80% salary

Therefore, if you work for 2 years full time at 80% pay, you will be entitled to a block of 6 months leave at 80% of your salary.

Purchased Leave

General and academic staff may take a reduced salary over a 52 week period and thereby purchase up to six weeks additional leave per year. Leave is arranged with the permission of your supervisor, and is often used to take off extra time for school holidays, spending more time with young children, studying, or taking a large block of leave at one time (e.g. for overseas travel). Participation in the Purchased Leave Scheme is for 12 months and needs to be renegotiated with your supervisor each year.

Options for purchasing leave include:

Number of paid weeks (spread over 52 weeks)	Number of weeks purchased leave
46 weeks	6 weeks
47 weeks	5 weeks
48 weeks	4 weeks
49 weeks	3 weeks
50 weeks	2 weeks
51 weeks	1 week

For example, if you purchase 5 weeks extra leave per year you will be paid for 47 weeks, however this amount will be averaged out over a 52 week period. If there is unused purchased leave at the end of the 52 week period, your salary will be adjusted.

Managing work and parenthood

What if my child becomes ill?

Staff are entitled to use their sick leave for the purpose of caring for children or another person who is in their primary care. Leave approved for three or more consecutive days should be supported by satisfactory medical evidence (but not necessarily a medical certificate unless a further period of leave is requested consecutively with the original leave period). Satisfactory medical evidence can include documentation from health practitioners such as physiotherapists and dentists. Staff taking individual days of sick leave do not have to produce a medical certificate.

When taking sick leave, contact should be made with your workplace to notify them of your intentions and appropriate leave applied for. Alternatively, if your child is not sick enough to require constant attention, you may wish to ask your supervisor if you can work from home for the duration of your child's illness. If your child's illness is longer-term, you and your supervisor may need to explore the possibility of a work from home agreement (see the section on working from home).

Can I take time off work to attend my child's special event?

The University recognises how important it is for parents to have the flexibility to attend their children's special events such as sports days, parent/teacher meetings, performances and assemblies. In this instance, with the consent of their supervisor, staff may be able to use flexi-leave or make use of flexible working conditions.

Bringing my child to work

The University recognises there may occasionally be a need to bring children to the workplace. Children may be brought to work with the permission of your supervisor and/or Head of School, as long as the child:

- Does not disrupt other staff or students;
- Is supervised by the parent at all times;
- Is not infectious;
- Is kept away from dangerous areas (i.e. plant rooms, workshops, laboratories, and chemical storerooms).

See the University's Children in the Workplace Policy for more detailed information - www.hr.uwa.edu.au/policy/toc/ and follow the links 'Conditions and Benefits of Employment', 'Equal Opportunity Policies and Procedures', 'Children in the Workplace'.



When things go wrong

I feel I am being treated unfairly by my colleagues and/or supervisor

Sometimes the responsibilities of parenthood may impact on your usual work schedule in a way that is misinterpreted by colleagues or supervisors as demonstrating a lack of commitment to your work. As a parent it is inevitable that you will need to take time off work to look after sick children, leave work promptly if collecting children from childcare, or be unable to attend functions, conferences, etc. held out of your core work hours. Discrimination on the grounds of family responsibilities can be manifested in a variety of ways such as being passed over for promotion, being the subject of malicious gossip or complaints, or being left out of career development and training opportunities, conferences, or social events.

If you feel you are being discriminated against by colleagues or a supervisor, or are being treated unfairly or inequitably, you may discuss your concerns confidentially with an Equity and Diversity Adviser, or make contact with Equity and Diversity Services in Human Resources. Further information may be found at www.equity.uwa.edu.au

I'm feeling depressed and unable to cope

Balancing work, a new baby and other responsibilities can be a difficult and turbulent time. If you are feeling unable to cope with your work and/or parenting responsibilities, do not have the motivation or gain the satisfaction you once derived from work, or are feeling depressed, be sure to seek assistance early. UWA has services which may help in this instance (contact details can be found at the end of this booklet):

- Employee Assistance Program (counselling services);
- UWA Medical Centre (GP services).

You may also like to discuss reduced and/or flexible work hours with your supervisor, or contact Employee Relations in Human Resources for further information about these options.

What facilities are available to me?

Facilities for Breastfeeding and Expressing

Areas suitable for breastfeeding, preparing baby food and expressing may be found at:

- UWA Parenting Room, First Floor, Student Services. Contains a microwave, sink, hot drink facilities, fridge, portacot, toys and books.
- UWA Childcare (see below).
- Unicare (see below).

Baby Change Facilities

Baby change facilities are currently located in the following areas:

- Anthropology (Social Sciences Building) - G206, SW cnr Social Science extension;
- Architecture Building - G11, near lobby;
- Arts Building - Room 150A;
- Centre for Water Research - G16, SW cnr of building;
- Child Study Centre - female toilet;
- Guild Building - G04 in Admin Wing;
- Human Resources - unisex toilet on ground floor;
- Medical/Dental Library in Hospital Ave;
- Molecular & Chemical Sciences Building;
- Music - external access unisex toilet on ground floor;
- OHCWA - the Oral Health Centre;
- Physics Building - unisex toilet on ground floor;
- Reid Library - unisex toilet on first floor.

Child Care Centres

There are currently two University childcare centres, and plans for a third:

UWA Childcare
7 Monash Ave, Nedlands 6009
ph: 9389 9433
www.childcare.uwa.edu.au

Unicare (The University Child Care Club Inc)
24 Parkway, Nedlands 6009
ph: 9389 8111

There is a high demand for places in both childcare centres so it is advisable to contact both centres to find out about availability and waiting times. For other childcare services available in your area, call 1800 670 305 (freecall).

Salary packaging of childcare fees is available for staff utilising the University's childcare facilities. Contact the Salary Packaging Co-ordinator for details.

After School & Vacation Care

After school and vacation care are offered through UWA Childcare. Fees may be salary packaged by UWA staff members. Contact the Salary Packaging Co-ordinator for details.

UWA Sports offers an action-packed 'Uni Sports for Kids' vacation care program which runs during school holidays.

UWA Sport & Recreation Association Inc
Car Park #1, 35 Stirling Hwy, Crawley 6009
ph: 6488 2286
www.sport.uwa.edu.au

Health and Fitness

UWA Sport also offer an extensive range of recreational activities for staff, students and children, including:

- Fitness, health and relaxation programs
- Aquatics
- Music & dance
- Sport
- Outdoor adventure

UWA Sport & Recreation Association Inc
Car Park #1, 35 Stirling Hwy, Crawley 6009
ph: 6488 2286
www.sport.uwa.edu.au

Membership to the UWA Sport and Recreation Association may be salary packaged by UWA staff members. Contact the Salary Packaging Co-ordinator for details.

Useful contacts and resources

Employee Assistance Programme

The University provides free, confidential and professional assistance to employees and to other persons whose care is the responsibility of the employee through the Employee Assistance Programme (EAP). The service providers who currently offer the programme on behalf of the University are:

Davidson Trahaire Corpsych
Suite 11, Level 1, 100 Hay St
Subiaco WA 6008
ph: 9382 8100 / 24 hour pager: 9480 4847
www.davcorp.com.au

University Counselling Service
Student Services
2nd Floor, South Wing, Guild Building
ph: 6488 2423
24 hours: 6488 2222
www.studentservices.uwa.edu.au

Further information on the University's Employee Assistance Programme can be found at www.safety.uwa.edu.au/policies/eap

Enterprise Bargaining Agreements

Enterprise Bargaining Agreements are available online at www.hr.uwa.edu.au/agreements

HR Policies

HR policies can be found at www.hr.uwa.edu.au/policy/toc
These include:

- Absence on account of illness, injury or caring
- Children in the workplace policy
- Employee funded extra leave
- Equity and Diversity enquiries and grievances
- Home-based work
- Parental leave
- Job sharing
- Part-time work
- Salary Packaging

Equity and Diversity Advisers

Equity and Diversity Advisers provide confidential advice and assistance regarding equity or diversity matters, including possible instances of discrimination or harassment. Further information and contact details for the Equity and Diversity Advisers can be found at www.equity.uwa.edu.au/welcome/advice_assistance

Employee Relations and Management Services

Human Resources
ph: 6488 8528
www.hr.uwa.edu.au

Equity and Diversity Services

Human Resources
ph: 6488 3873
www.equity.uwa.edu.au

HR Services

Human Resources
ph: 6488 8528
www.hr.uwa.edu.au

Subsections of HR Services include:

- Mobility Officer - ph: 6488 8759
- Salary Packaging Co-ordinator - ph: 6488 3566
- Superannuation Officer - ph: 6488 3042

Leadership Development for Women Programme

Organisational and Staff Development Services
Love House, Cooper St, Nedlands
ph: 6488 3986
www.osds.uwa.edu.au/about/activities/ldw

Research Services

Administration Building
ph: 6488 1627
www.research.uwa.edu.au

Safety and Health Office

1st Floor, Motorola Building
Cnr Cooper St/Fairway, Nedlands 6009
ph: 6488 3938
www.safety.uwa.edu.au

Unicare (The University Child Care Club Inc)

24 Parkway, Nedlands 6009
ph: 9389 8111
www.unichildcare.com.au

UWA Child Care Centre

7 Monash Ave, Nedlands 6009
ph: 9389 9433
www.childcare.uwa.edu.au

UWA Medical Centre

2nd Floor, Student Services
ph: 6488 2118
www.studentservices.uwa.edu.au/information_about/medical_centre

UWA Sport & Recreation Association Inc

Car Park #1, 35 Stirling Hwy, Crawley 6009
ph: 6488 2286
www.sport.uwa.edu.au



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