

Parental Leave Checklist for Staff

Once your pregnancy/primary caring or adoption is confirmed the following checklist is a basic guide to help you manage and prepare the lead up to your parental leave. Key to a smooth transition to leave is providing as much notice as possible of your plans and good ongoing communication between you and your supervisor.

Look at the information available on parental leave entitlements and responsibilities in the toolkit and the

→ provisions in the staff enterprise agreements
westernsydney.edu.au/human_resources/ohr/uws_enterprise_agreements

→ Western Sydney University Workplace Flexibility Policy
policies.westernsydney.edu.au/document/view.current.php?id=137

Consider when you would like to or need to start your leave and ensure that you apply for it within the required time frame.

Talk to your HR Advisor. They can help you with the calculation of leave entitlements and completing the leave form.

Make an appointment with your supervisor to discuss

- your plans for the dates of parental leave
- antenatal appointment arrangements
- how your work will be managed while you are away (for academic staff this could include arrangements for management of post-docs, cover for teaching, administration and research as well as the possible extension of research grant funding)
- your career development and work plan, including whether you would like to be considered for any career development activities or work unit planning days while you are on leave
- if you wish to keep in touch your preferred methods for staying in touch while on leave e.g. by phone, mail, email and the frequency of contact.
- nominate a contact for while you are on leave, it may be your supervisor or a nominated team member
- any concerns about health and safety
- decide how your email and telephone will be covered in your absence

Consider your return to work options (you may not precisely know but it is good to have a rough plan to discuss with your supervisors

- how much leave do you intend to take
- are there key dates that you need to work around
- do you plan to return full-time, part-time or staged
- do you have other leave that you are entitled to add on to your maternity leave?
- start investigating child care options
- determine your eligibility for the Federal Government's Parental Leave Payments
humanservices.gov.au/customer/services/centrelink/parental-leave-pay

From the time you discuss parental leave with your supervisor, start planning the handover of your work.

Create a contingency plan should you need to leave work earlier than planned.

Throughout pregnancy, but especially in the last six weeks, consider your fitness for work and in consultation with your supervisor and doctor organise for adjustments to be made as necessary.

Four weeks prior to leave

- make sure required leave forms are submitted.
- make any changes to deductions from your salary including, parking, superannuation etc.
- make sure your personal contact details on staff online are correct.
- ensure that the transition and handover plans are finalised.

More information:

westernsydney.edu.au/equity_diversity/equity_and_diversity/gender_equality/parenting_support