



KEEPING IN TOUCH DAYS

While on Parental Leave

The keeping in touch provision is made available under the *Fair Work Act 2009* (Cth), National Employment Standards, for staff on parental leave. The purpose of this provision is to enable staff to maintain contact with the employer and the employing unit to ensure staff are aware of any workplace changes that may affect them or their role.



PURPOSE

Staff on unpaid parental leave are entitled to up to ten paid 'keeping in touch' days in order to maintain connection, refresh their skills and assist with returning to work. Work on a keeping in touch' day may include:

- Participating in a planning day;
- Undertaking training; or
- Attending a conference.

ENTITLEMENT

Approved leave dates will not be amended if you access keeping in touch days and payment is compensated at the normal wage.

For the purpose of keeping in touch, working part days count as a whole day. Keeping in touch days can be worked as single days through to working the ten-day entitlement in a block.

A keeping in touch day cannot be worked earlier than 14 days after the birth or placement of a child. A keeping in touch day can be worked at least 42 days after the birth or placement of a child, unless the staff member requests that it be earlier. The University and the staff member must agree on when days will be worked.

A staff member does not have to use keeping in touch days if they do not wish to. Supervisors should make an effort to ensure staff on parental leave are aware of any relevant events that the staff member may wish to attend.

APPLYING FOR KEEPING IN TOUCH DAY

To apply for a keeping in touch day, submit an application through Mystaff online.

EXTERNAL RESOURCES

Fair Work Ombudsman: <https://www.fairwork.gov.au/leave/maternity-and-parental-leave/when-on-parental-leave/keeping-in-touch-days>

Department of Human Services: <https://www.humanservices.gov.au/individuals/services/centrelink/parental-leave-pay/how-your-payments-are-impacted/keeping-touch-your-workplace>