

# Parental Leave Checklist for Supervisors

As a supervisor you have a critical role in valuing and encouraging staff members who are preparing for maternity/parental/adoption leave. It is your responsibility to set a culture that supports work and life balance. Key to providing good support is open communication, flexibility and early planning.

→ Ensure you are aware of staff parental leave rights and responsibilities including

- The provisions in the staff enterprise agreements  
[westernsydney.edu.au/human\\_resources/ohr/uws\\_enterprise\\_agreements](https://westernsydney.edu.au/human_resources/ohr/uws_enterprise_agreements)
- Workplace Flexibility Policy  
[policies.westernsydney.edu.au/document/view.current.php?id=137](https://policies.westernsydney.edu.au/document/view.current.php?id=137)

→ Meet with your staff member to discuss:

- their parental leave plans
- options for ante natal appointments
- any health and safety concerns
- any adjustment of work hours or flexible work arrangements that might be required
- how the staff member's work will be managed while they are on leave bearing in mind that the vacancy is temporary and staff on parental leave have a right to return to their position at the end of their leave period
- Encourage and assist staff in maintaining career momentum by discussing strategies prior to, during and on return from parental leave
- Explore options for staying in touch while they are on parental leave. There is no obligation for staff members to keep in touch, but the Fair Work Act includes a provision for keeping in touch and places an obligation on the university to advise of restructures or position relocations which would affect the staff member on leave.
- Diarise when to make contact and send information to the staff member as agreed. Possible stay in touch days could include training, career development, planning days or social events.
- Plan for a replacement and access funding for the replacement through the central Maternity Leave Replacement Fund
- Plan transition and handover timetable
- Contingency planning – be aware that in last 6 weeks of pregnancy fitness to continue may be a consideration
- Discuss return to work options, including staged return to work and other flexible working arrangements.

## More information:

[westernsydney.edu.au/equity\\_diversity/equity\\_and\\_diversity/gender\\_equality/parenting\\_support](https://westernsydney.edu.au/equity_diversity/equity_and_diversity/gender_equality/parenting_support)