

WESTERN SYDNEY  
UNIVERSITY



# SUPPORTING PARENTS A TOOLKIT FOR STAFF

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## INTRODUCTION

Western Sydney University is an Employer of Choice for Gender Equality nationally recognised for its generous and flexible parental leave provisions.

This toolkit is a practical resource to assist new and expecting parents and their supervisors manage parental leave and the transition to new parental responsibilities.

The parental leave entitlements outlined in this Toolkit are underpinned and to be read together with the:

- Fair Work Act 2009
- Federal Sex Discrimination Act 1984
- NSW Anti-Discrimination Act 1977
- Academic and Professional Staff Agreements 2014-2017 [westernsydney.edu.au/human\\_resources/ohr/uws\\_enterprise\\_agreements](http://westernsydney.edu.au/human_resources/ohr/uws_enterprise_agreements)

Parental leave covers:

- Maternity leave in connection with a pregnancy or the birth of a child
- Parental leave for partners and primary carers
- Adoption leave in connection with the adoption of a child
- Foster parent leave for fostering a child on long term placement

Parental leave entitlements include a safe job during pregnancy and a right to return to your old job.

# Unpaid Parental Leave Overview

## Unpaid Parental Leave

All Western Sydney University employees are eligible for unpaid parental leave under the Fair Work Act if they have completed 12 months of continuous service either before the date or expected date of birth if the employee is pregnant, before the date of the adoption, or at the date they commence leave, and have responsibility for the care of a child.

## Casual Employees

Casual employees are eligible for 52 weeks unpaid parental leave, provided that they have been working on a regular and systematic basis for at least 12 months and have a reasonable expectation of continuing work on a regular and systematic basis, had it not been for the birth or adoption of a child.

## Extending Your Leave

Employees who have completed 52 weeks unpaid parental leave may request a further 52 weeks unpaid leave which the University will not unreasonably refuse and this leave may be taken in a number of separate periods during the total period of leave.



# Paid Parental Leave

## Government Paid Parental Leave

In addition to unpaid parental leave many new parents may be eligible for the Government Paid Parental Leave Scheme [humanservices.gov.au/customer/services/centrelink/parental-leave-pay](https://humanservices.gov.au/customer/services/centrelink/parental-leave-pay)

## Having another Child

Employees who have taken parental leave don't have to work for another 12 months before they can take another period of parental leave.

## When can you start Parental Leave?

Staff may begin parental leave at any time from 12 weeks prior to the due date of the baby birth.

## Maternity Leave

Western Sydney University employees on ongoing and fixed term contracts and who have completed 12 months continuous service and are pregnant are eligible for 52 weeks maternity leave, of which 20 weeks is paid at the base rate of pay.

This paid maternity leave can be taken at either full pay for 20 weeks or half pay for 40 weeks.

Employees who have completed 52 weeks maternity leave may request a further 52 weeks unpaid maternity leave which the University will not unreasonably refuse and this leave may be taken in a number of separate periods during the total period of leave.

## Adoption Leave

Ongoing and fixed term employees who are the primary care giver for a child whom they adopt are entitled to adoption leave, provided that the child has not lived with the employee for a continuous period of more than 26 weeks or more.

The employee is entitled to:

- Up to 52 weeks' unpaid adoption leave to care for a child, and may apply for additional leave to a total of 104 weeks.
- Subject to the employee's continuous paid service with the University, paid adoption leave of up to 20 weeks at the base rate of pay, or 40 weeks at half the base rate of pay.

## Foster Parent Leave

Ongoing and fixed term employees who have completed at least 1 year's continuous paid service immediately prior to the commencement of the leave, and who are the primary care giver of a foster child on long term placement, are entitled to:

- up to 6 weeks' leave at the base rate of pay if the child is younger than 5 years of age
- up to 3 weeks for a child 5 years of age or over.

# Pregnancy and Maternity Leave

## Notification

*Early notification helps with planning and enables better support and assistance.*

Employees are required to submit an application for maternity leave at least 4 weeks prior to the due date. However, once your pregnancy is confirmed start thinking about when you would like or need to start leave. It is a good idea to make an appointment with your supervisor to discuss what your leave plans are, what assistance and adjustments you might need, how you will schedule antenatal appointments, and how work will be managed in your absence.

Applications for Maternity Leave are completed via hard copy leave form, which can be downloaded via the OHR Forms and Templates page [westernsydney.edu.au/human\\_resources/ohr/hr\\_forms\\_and\\_templates](http://westernsydney.edu.au/human_resources/ohr/hr_forms_and_templates) and at Staff Online [staffonline.westernsydney.edu.au](http://staffonline.westernsydney.edu.au). You will need to submit a medical certificate in support of your application.

Your HR Advisor and HR Officer can assist in determining your eligibility, proposed leave dates and return to work processes. Contacts can be found at the Office of Human Resources web page. [westernsydney.edu.au/human\\_resources/ohr](http://westernsydney.edu.au/human_resources/ohr)

## Health Risk Assessment

If you are concerned about health risks associated with your workplace or duties please raise them immediately with your supervisor so that proper risk management measures can be undertaken.

Your supervisor can arrange for a health and safety risk assessment to be undertaken. The WHS team will work with you and your supervisor to develop a plan to temporarily adjust your working conditions, duties, hours of work. If adjustments cannot be reasonably made to your current role then other options will be considered.

If there are concerns, your supervisor may ask you to provide medical evidence for the purposes of identifying and assessing any risks.

## Antenatal appointments

*Please give plenty of notice.*

It is important to discuss your needs in relation to attending antenatal appointments with your supervisor. The University is supportive and will aim to accommodate your needs as far as practicable.

To assist in this, try to schedule your antenatal appointments at a time with least impact on the workplace.

If you are part-time try to organise appointments for non-working days.

If you need to schedule an appointment in work hours you are entitled to apply for sick leave. You will need to provide a medical certificate.

## Sickness During Pregnancy

Pregnancy is not considered an illness or injury. If you experience any illness or injury during your pregnancy you have the same sick leave entitlements and same responsibilities as other staff.

The earliest you can start maternity leave is 12 weeks prior to the expected date of birth.

An employee who is unable to work because of a pregnancy-related illness can take any leave to which she is entitled.

## Varying the Length of your Maternity Leave

You may request to vary your approved maternity leave by providing written notice to your supervisor at least 4 weeks prior to the existing approved maternity leave end dates.

## Option to combine maternity leave with other leave types

Maternity leave may be taken in different combinations and in conjunction with annual leave, long service leave or leave without pay, provided that you are on maternity leave at the date of birth of your child.

# Partner Leave

## Partner and Primary Carer leave

Partner and Primary carer leave is leave taken taken by a staff member in connection with their partner's birth or adoption of their child ("partner" includes spouse, de facto spouse and partners of the same sex).

## Paid Leave

The University provides ongoing and fixed term employees who have completed at least 1 year's continuous paid service:

- two weeks of paid partner leave at their base rate of pay for the birth or adoption of their child.
- an additional 6 weeks' paid partner leave at their base rate of pay, to be taken within 12 months of the birth or adoption of their child if they are to become the primary carer of their child (but are not entitled to paid maternity or adoption leave).

If they are the primary carer of their child but not entitled to maternity leave up to an additional 50 weeks unpaid partner leave can be taken.

## Unpaid Leave

Casual staff employees with 12 months or more continuous service are entitled to unpaid partner leave in accordance with the Act. Both employees of an employee couple may take leave at the same time for a maximum period of 8 weeks. This leave must be taken within 12 months of the birth or adoption of a child.

## Additional Leave

Following a period of partner leave an employee giving 4 weeks' notice may apply to return to work on reduced hours for a defined period.

## The Federal Government's Dad and Partner Pay

If you have a baby or adopt a child you or your partner could be eligible for Dad and Partner Pay. Dad and Partner Pay is a payment for dads or partners caring for a new child (including adopting parents and same-sex couples), available under the Governments Paid Parental Leave scheme. If you are an eligible, you can get up to two weeks of government-funded pay at the rate of the National Minimum when you're on unpaid leave from work or are not working.

To find out more about Dad and Partner Pay, contact the Department of Human Services [humanservices.gov.au](http://humanservices.gov.au).

## Impact of Parental Leave on Entitlements

### Increments

Periods of parental leave, both paid and unpaid, are regarded as service for incremental purposes.

### Annual and Sick Leave

Annual and sick leave continue to accrue during paid parental leave.

Where parental leave is taken at less than the full time rate leave accrual will be on a pro rata basis.

Unpaid parental leave exceeding five working days will not count for the accrual of annual or sick leave.

### Long Service Leave

Long service leave continues to accrue while on paid parental leave.

Unpaid parental leave does not count for long service leave accrual except for employees who have completed 10 years' service. For employees who have completed 10 years' service, unpaid parental leave will count as service provided it does not exceed 6 months.

### Superannuation

Superannuation contributions will continue unchanged while on full paid parental leave.

For employees on unpaid maternity leave, the University will make superannuation contributions at the applicable rate for the first 3 months of the period of unpaid maternity leave, based on the base rate of pay at the time at which the employee commences the maternity leave.

If you take parental leave at half pay or take unpaid parental leave this will impact on the level of superannuation contributions. For more details and to contact the Superannuation Officer go to [westernsydney.edu.au/human\\_resources/ohr/your\\_pay/superannuation](https://westernsydney.edu.au/human_resources/ohr/your_pay/superannuation)



# At Home and Returning to Work

## At Home

### Keeping in Touch

It is a good idea to maintain contact with the university and your supervisor while you are on leave. Think about what communication mechanisms will work best for you and for your career. At the minimum make sure that your email address is kept on the email network, so that you receive relevant work based information such as details of any structural or operational changes which may affect you.

### “Keep in Touch” days

Consider having some “Keep in Touch Days” during your leave. Under the Fair Work Act staff on unpaid parental leave are entitled to access up to 10 paid “Keep in Touch” days in a 12 month period. These days, to be agreed between an employee and their supervisor, are for the purposes of staying up to date with the workplace, refreshing your skills and assisting in your return to work. For more information: [www.fairwork.gov.au/leave/maternity-and-parental-leave/when-on-parental-leave/keeping-in-touch-days](http://www.fairwork.gov.au/leave/maternity-and-parental-leave/when-on-parental-leave/keeping-in-touch-days)

### Varying your Parental Leave

If there are any changes in your leave requirements you must advise the University and provide at least four weeks written notice to your supervisor of any changes you wish to make to your approved leave.

## Returning to Work

### Return to Work Entitlement

Ongoing employees who take maternity or adoption leave are entitled to return to the same

position they held prior to the commencement of leave.

Exceptions to this are when the position is made redundant or is significantly changed. In these cases, the employee is entitled to return to a position at the same level on the same campus. If such a position cannot be found the employee will be entitled to the Organisational Change provisions of the Staff Enterprise Agreements.

Fixed term employees who return to work after maternity or adoption leave are entitled to return to the same position that they held prior to the commencement of the leave for the residual period of the contract.

### Notification of Return to Work

4 weeks prior to returning you must provide written notice of your intention to return to work and your preferred arrangements. It is a good idea prior to this date to:

- Confirm your anticipated return to work date and your preferred days and hours of work with your supervisor
- Discuss your work plan and orientation back to the workplace
- Discuss any special requirements you may have such as flexible hours, breastfeeding requirements
- Contact OHR, payroll and confirm all arrangements in writing.

### Flexible Work Options

#### Phased Return to Work

If you are entitled to paid maternity or adoption leave, and you return to work full-time or on the same

part-time arrangement as you were working prior to taking leave within 12 months of commencing the leave, you will be entitled to a phased return to work. The phased return to work provides for employees to work 80% of their normal hours for 40 weeks at 100% pay (pro-rata for part-time positions).

Before returning to work, you will need to have a discussion with your supervisor to agree on the arrangements for taking leave that recognise your needs and the needs of your work area.

### Reduced Hours

After maternity or adoption leave an employee may elect to work reduced hours during a period of up to 2 years from the commencement of maternity leave. Employees may also apply for an additional defined period of reduced hours that the University will not unreasonably refuse.

### Flexible Working Arrangements

The University has a range of flexible work options to support the needs of employees returning from parental leave and employees returning from parental leave who are the primary carer of a child school aged or younger have a right to request flexible working arrangements to accommodate caring responsibilities. Under the provisions of the Fair Work Act staff must make a request in writing setting out the details of the change or changes sought and reasons for the change.

Following a request for flexible working arrangements, supervisors



will review the request, identifying essential elements of the position and activities which may be done differently to accommodate requests.

The agreed work arrangement must be for a defined period of time and, as far as practical the changed days or hours of work should be set and regular for the duration.

#### **Purchase Additional Leave (PAL) Option**

Full time ongoing and fixed term professional employees engaged for 12 months of continuous employment are eligible to apply to purchase 8 additional weeks annual leave under the PAL Scheme. Full details are outlined in the PAL Policy [policies.uws.edu.au/view.current.php?id=00231](https://policies.uws.edu.au/view.current.php?id=00231)

More information on Flexible Working Arrangements at Western Sydney University [westernsydney.edu.au/equity\\_diversity/equity\\_and\\_diversity/gender\\_equality/flexible\\_working\\_arrangements](https://westernsydney.edu.au/equity_diversity/equity_and_diversity/gender_equality/flexible_working_arrangements)

#### **Child Care**

When your pregnancy is confirmed start investigating child care options. Most child care centres have a waiting list for children under 2 and you may need to put your name on the waiting list even before your child is born.

Western Sydney University has long day care centres on 6 campuses. For more information [westernsydney.edu.au/campuses\\_structure/cas/services\\_facilities/childcare](https://westernsydney.edu.au/campuses_structure/cas/services_facilities/childcare)

Salary sacrifice of child care fees is available for staff with children at Child Care Centres on campus.



# Breastfeeding at Work

## Breastfeeding Support

The University supports staff and students who wish to breastfeed their baby while they participate in work or study on campus.

Nursing mothers returning to work after maternity leave are entitled to paid lactation breaks.

Women are welcome to breastfeed their babies wherever they feel comfortable on campus. There are also rooms available for those who prefer a private space for breastfeeding.

## Parental and Breastfeeding Facilities on Campus

The following rooms are available for staff, students and visitors and can be used by parents and for breastfeeding.

CAMPUS	LOCATION	ROOM TYPE
Bankstown	Building 1.G.07	Parents Room
Campbelltown	Building 21.G.39	Parents Room
Hawkesbury	Building K4	Parents Room
Parramatta	Building EB.G.16	Parents Room
Parramatta	Building EHA.LG.63	Parents Room
Penrith (Kingswood)	Building I.05.D	Parents Room

## Further support and information

The Australian Breastfeeding Association has trained Breastfeeding Counsellors who are available to assist women with their breastfeeding concerns, and questions about how to combine breastfeeding and returning to work. They can be contacted on the toll-free number 1800 686 268.



# Additional Support and Resources

## Employee Assistance Program (EAP) [accesseap.com.au](http://accesseap.com.au)

EAP is a free, confidential counselling service available to University staff and members of their immediate family.

EAP provides:

- 6 university funded sessions of external professional counselling for personal or work related issues per person or family each year
- Face to face counselling or counselling over the phone
- Assistance to all employees and their immediate family members
- A completely confidential service. The University receives no personal information about your access to or use of EAP services. Information you provide the counsellor is not shared with others.

Simply call 1800 81 87 28 to refer yourself to EAP.

## Child Care

My Child Website is an Australian government website that provides details of registered child care providers and information on different types of child care and how to get assistance with the cost of child care [mychild.gov.au](http://mychild.gov.au).

Directory of child care options including nannies and babysitting  
[childcaaredirectory.net.au](http://childcaaredirectory.net.au)  
[careforkids.com.au](http://careforkids.com.au)

## Australian Government

Supporting Working Parents Website  
[supportingworkingparents.gov.au](http://supportingworkingparents.gov.au)

Federal Government Payments and Services for Families and Children  
[humanservices.gov.au/customer/themes/families](http://humanservices.gov.au/customer/themes/families)

## NSW Government

Support and Services for Families  
[www.families.nsw.gov.au](http://www.families.nsw.gov.au)

## Other Support Services

The Australian Government Department of Health's Pregnancy, Birth and Baby  
[pregnancybirthbaby.org.au](http://pregnancybirthbaby.org.au)

The Australian Breastfeeding Association  
[breastfeeding.asn.au](http://breastfeeding.asn.au)

Fair Work Ombudsman  
[www.fairwork.gov.au/leave/maternity-and-parental-leave](http://www.fairwork.gov.au/leave/maternity-and-parental-leave)

NSW Department of Industrial Relations  
[industrialrelations.nsw.gov.au/biz\\_res/oirwww/pdfs/Maternity\\_at\\_Work.pdf](http://industrialrelations.nsw.gov.au/biz_res/oirwww/pdfs/Maternity_at_Work.pdf)

## Western Sydney University Contacts

### Office of Human Resources

For information about leave entitlements and conditions of work contact your HR Advisor or you are not sure who to call contact the OHR helpline on (02) 9678 7575 or email: [humanresources@westernsydney.edu.au](mailto:humanresources@westernsydney.edu.au)

### Superannuation Officer

Contact details: <http://apps.westernsydney.edu.au/teldir/schlprocess.php?FHR#PRSVCS>

### Office of Work Health and Safety

If you have any concerns about health risks contact [westernsydney.edu.au/whs/whs/contact\\_us](http://westernsydney.edu.au/whs/whs/contact_us)

### Equity and Diversity

For information and advice on policy and support contact Katie Hayes on 9678 7372 or email [katie.hayes@westernsydney.edu.au](mailto:katie.hayes@westernsydney.edu.au)

## 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](https://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](https://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](https://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.

## 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.

## Parental Leave Entitlements

ENTITLEMENT	EMPLOYEE ELIGIBILITY	REQUIREMENTS
Unpaid parental leave	Ongoing and fixed term employees	Employees must: <ul style="list-style-type: none"> <li>→ have completed at least 12 months' continuous service either before the date or expected date of birth if the employee is pregnant, before the date of the adoption, or when the leave starts</li> <li>→ have or will have responsibility for the care of a child</li> </ul>
	Casual employees	Casual employees must: <ul style="list-style-type: none"> <li>→ have been working on a regular and systematic basis for at least 12 months</li> <li>→ have a reasonable expectation of continuing work on a regular and systematic basis, had it not been for the birth or adoption of a child</li> <li>→ have or will have responsibility for the care of a child</li> </ul>
Unpaid maternity leave – 52 weeks, up to 104 weeks	All Western Sydney University employees	Employee must be the carrier of child
Paid maternity leave – 20 weeks' leave at base rate of pay	Ongoing and fixed term employees	Completed 1 year of continuous paid service prior to the commencement of maternity leave
Paid maternity leave – less than 20 weeks' leave at base rate of pay proportionate to service	Ongoing and fixed term employees on a contract of at least 1 year	Completed less than 1 year of continuous paid service prior to the commencement of maternity leave
Unpaid adoption leave – 52 weeks, up to 104 weeks	Ongoing and fixed term employees	Employee must be the primary care giver for a child whom they adopt, other than a child who has been living with their partner or with them continuously for 26 weeks or more
Paid adoption leave – up to 20 weeks' leave at base rate of pay proportionate to service	Ongoing and fixed term employees on a contract of at least 1 year	Employee must be the primary care giver for a child whom they adopt, other than a child who has been living with their partner or with them continuously for 26 weeks or more
Foster parent leave – up to 6 weeks' leave at base rate of pay	Ongoing and fixed term employees	Employee must: <ul style="list-style-type: none"> <li>→ have completed at least 1 year's continuous paid service immediately prior to commencing the leave</li> <li>→ be the primary care giver of a foster child on long-term placement</li> <li>→ Child must be younger than 5 years of age</li> </ul>
Foster parent leave – 3 weeks' leave at base rate of pay	Ongoing and fixed term employees	Employee must: <ul style="list-style-type: none"> <li>→ have completed at least 1 year's continuous paid service immediately prior to commencing the leave</li> <li>→ be the primary care giver of a foster child on long-term placement</li> <li>→ Child is 5 years of age or older</li> </ul>
Paid partner leave – 2 weeks' leave at base rate of pay	Ongoing and fixed term employees	Employee must have completed at least 1 year's continuous paid service immediately prior to commencing the leave
Paid partner leave primary carer – option of further 6 weeks' leave	Ongoing and fixed term employees	Employee must: <ul style="list-style-type: none"> <li>→ have completed at least 1 year's continuous paid service immediately prior to commencing the leave</li> <li>→ be the primary carer of a child and not entitled to maternity leave</li> </ul>
Unpaid partner leave – up to 6 weeks	Ongoing and fixed term employees	Employee must have completed at least 1 year's continuous paid service immediately prior to commencing the leave
Unpaid partner leave – up to 50 weeks	Ongoing and fixed term employees	Employee must: <ul style="list-style-type: none"> <li>→ have completed at least 1 year's continuous paid service immediately prior to commencing the leave</li> <li>→ be the primary carer of a child and not entitled to maternity leave</li> </ul>
Partner leave	Casual employees	In accordance with legislation



**Contact information**

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Western Sydney University  
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Penrith NSW 2751 Australia



**[WESTERNSYDNEY.EDU.AU](http://WESTERNSYDNEY.EDU.AU)**