Instructions for completing an Adoption Leave Application Form

1. Applicants should read the Remuneration and Benefits – Types of Leave (Pre-natal and Parental Leave) procedure before completing this application.

2. To receive assistance in completing this application please contact Access HR on 9902 0400.

3. Satisfactory evidence that you are an approved applicant for the adoption of a child, that you will be the primary caregiver of that child, and the date of placement of that child must accompany this application before it can be approved or processed.

If you wish to make a change to your adoption leave arrangements after submission of this form, you will first be required to submit an amending Application for Adoption Leave form marked “Amended” with at least 14 days’ notice of the requested change, unless otherwise agreed. Any request for a change to your adoption leave arrangements will be subject to approval by the University.

Further instructions for Sections 2-4 of this form follow.

Section 2 - Adoption Leave Details
In this section you will enter details of the leave you wish to access. Adoption leave commences from the date of placement. The start date for 100% paid adoption leave will be the very first day of your adoption leave. Adoption leave is inclusive of University holidays and concludes no later than 52 weeks after the date of commencement, unless it is extended by a further period of adoption leave approved by the University (refer Section 4).

Part-time staff must indicate hours and days worked in Section 2 to ensure correct leave is recorded and paid.

Leave Types

- **100% paid adoption leave** will pay 100% of your ordinary rate of pay as specified by the relevant EA (or, if applicable, as specified by your performance-based contract) up to a maximum of 14 weeks.

- **60% paid adoption leave** entitlement equates to a payment of 60% of the applicable ordinary rate of pay over a period of up to 38 weeks, with the maximum applicable ordinary rates being those payable under the EA salary schedule at HEW level 10 for professional or trades and services staff and Level E for academic staff. Ordinarily accessed after exhausting the 100% paid adoption leave entitlement and requires completion of a return to work deed.

- **60% paid adoption leave** plus 40% annual leave/long service leave allows you to use accrued annual leave/long service leave to top up your salary during 60% paid adoption leave to maintain your normal salary for the period you are on 60% paid adoption leave. You must have a sufficient accrued annual or long service leave entitlement to cover 40% of ordinary hours for the period of this leave. Also requires completion of a return to work deed.

- **Unpaid adoption leave** can be accessed provided that the initial period of paid and unpaid adoption leave does not exceed 52 weeks. Staff members are able to request a further period of unpaid adoption leave (up to a further 52 weeks) following the first 52 weeks (refer Section 4).

Note that any EA increases or increments due during adoption leave will be applied to all leave payments and the payment of return-to-work conversion options.
Section 3 - Alternatives to taking 60% paid adoption leave

There is considerable flexibility in the way in which you may access the 60% paid adoption leave entitlement as alternatives to taking your leave entitlement. This section asks you to indicate if you are considering an alternative to taking any 60% paid adoption leave entitlement and, if so, your nominated option.

OPTION 1(a) and (b)

You return to work and receive a lump sum or a non-superannuable fortnightly allowance in lieu of the unused portion of your 60% paid adoption leave entitlement.

**Return to Work Date** is the first day you attend work after your absence on adoption leave. **End Date for Allowance** is the date on which your allowance will stop. This date must be within 52 weeks of your first day of adoption leave.

Please note there may be greater tax implications for you if you choose the option of receiving an allowance or lump sum.

OPTION 2

You return to work and place your child in the care of a Monash child care facility. If you salary sacrifice child care fees payable to a Monash child care facility, you may apply to receive an allowance in lieu of the unused portion of your 60% paid adoption leave entitlement to the value of the child care fee. Information about child care services at Monash can be found at [http://www.monash.edu.au/childcare/](http://www.monash.edu.au/childcare/).

The Start Date and End Date need to cover the period for which child care fee payment is sought upon returning to work after adoption leave. The End Date must be within 52 weeks of your first day of adoption leave. You must instruct HR Operations to increase this allowance if the amount of the child care fee changes otherwise you will be responsible for the impact a change will have on your net pay.

You are strongly encouraged to assess if salary packaging child care fees is financially beneficial in your personal circumstances. Your ability to claim Child Care Benefits (CCB) and Child Care Tax Rebate (CCTR) will be negated if you salary package child care fees.

OPTION 3

After 26 weeks of adoption leave, return to work on a part-time basis (subject to University approval – refer Section 4 below) and use any outstanding 60% paid adoption leave entitlement to increase the employment fraction at which you are paid. To do so you nominate the additional hours you want paid in lieu of the unused portion of your 60% paid adoption leave entitlement. Note that you cannot top-up to a payment fraction that exceeds the fraction of your substantive appointment.

To complete this section of the form you will need to determine:

- The number of weeks remaining of your unused 60% paid adoption leave entitlement.
- **Hrs planned to work per week** being the number of hours you will attend work per week.
- **Top-up Hrs per wk** being the number of hours you wish to be paid in addition to the number of hours worked. Note that the top-up hours will reduce the balance of your remaining 60% paid adoption leave entitlement accordingly.
- **Start Date** and **End Date** to indicate the period for which you wish to receive the top-up hours. The end date must be within 52 weeks of your first day of adoption leave.

Your nomination of this option is non-binding. If you wish to formally request this option you are...
required to complete a Flexible Working Arrangements/Extended Parental Leave Request form (refer Section 4 below).

**OPTION 4**

If you and your spouse are both employed by Monash University and you are succeeded by your spouse as the primary caregiver for your child, you may transfer any remaining portion of your 60% paid adoption leave entitlement to your spouse, subject to the provisions of the relevant EA.

**NOTE:**
- If you choose not to use all of your 60% paid adoption leave entitlement, you will forfeit the unused portion of your entitlement upon the expiry of the 52nd week following the commencement of your adoption leave or the date of your termination of employment, whichever is the earlier.

**Section 4 (Optional) – Preliminary indication of return to work plans**

At the end of a period of adoption leave, a staff member may resume work subject to him/her providing confirmation of his/her return. Such confirmation is to be provided after the date of placement and at least four weeks prior to the date of return.

A staff member who:

(a) is returning from adoption leave; and
(b) has responsibility for the care of his/her child

may request a reduced working year arrangement as provided for under the relevant Enterprise Agreement, or a reduced fraction of employment for a specified period of time or other flexible working arrangement. Provided that the staff member is to give at least six weeks’ notice of his/her request and must have completed at least 12 months’ continuous service with the University immediately prior to making the request.

Staff members may also seek approval for an unpaid extension of adoption leave following the first 52 weeks.

In Section 4 of the form you can give a preliminary indication of whether you intend to request a reduced working year arrangement, a reduced fraction for a specified period of time, or an unpaid extension of adoption leave. This section is optional and the preliminary indication is not binding upon you. It does not constitute a formal request for the arrangement. It is simply a preliminary indication that assists in workforce planning and potentially accommodating future requests.

If you wish to formally request a return other than to your substantive fraction or to request an unpaid extension of adoption leave following the first 52 weeks or other flexible working arrangement, you should refer to the Workforce Management Procedure – Flexible Working Arrangements for Parents and Carers and complete a Flexible Working Arrangements/Extended Parental Leave Request form. The application is to be submitted no later than six weeks prior to your return date, but it is suggested that you should consider submitting your application up to 3-6 months prior to your intended return date. This will facilitate the University’s assessment of whether or not your request can reasonably be accommodated, after taking into account your circumstances and the reason for the request, the operational requirements of your role and unit, and the potential impact upon other staff. A copy of the Flexible Working Arrangements/Extended Parental Leave Request form can be accessed at adm.monash.edu.au/human-resources/forms/.
Adoption Leave Application Form

1. Staff member's details

<table>
<thead>
<tr>
<th>Personnel Number</th>
<th>Personnel Number</th>
<th>Personnel Number</th>
<th>Personnel Number</th>
<th>Personnel Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Family name:</td>
<td>Given names:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Details</td>
<td>Phone number:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Service

<table>
<thead>
<tr>
<th>Employment start date:</th>
<th>Continuous service with the University:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ 24 months or more; or</td>
</tr>
<tr>
<td></td>
<td>□ at least 12 but less than 24 months; or</td>
</tr>
<tr>
<td></td>
<td>□ less than 12 months</td>
</tr>
</tbody>
</table>

2. Adoption leave details (inclusive of all University holidays)

<table>
<thead>
<tr>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% paid adoption leave (max 14 weeks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60% paid adoption leave (max 38 weeks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60% paid adoption leave plus 40% annual leave (max 38 weeks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60% paid adoption leave plus 40% long service leave (max 38 weeks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unpaid adoption leave</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part-time staff only – Please circle days ordinarily worked during leave period. If not full days provide fraction of day or hours:

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
</table>

3. Alternatives to taking 60% paid adoption leave (tick option and complete details)

1.(a)  

☐ Lump Sum payment in lieu

Return to work date:

1.(b)  

☐ Fortnightly Allowance in lieu

Return to work date:

End date of allowance:

2.  

☐ Payment of child care fees in lieu

Return to work and request that any remaining 60% paid adoption leave entitlement be directed to the payment of childcare fees when Monash childcare facilities are used; if selecting this option an ‘Application for Salary Packaging Childcare Fees’ must be attached to this form. The application is located at: [http://adm.monash.edu.au/sss/forms/salary-packaging-childcare.doc](http://adm.monash.edu.au/sss/forms/salary-packaging-childcare.doc)

Start date:

End date

Note: any future adjustments to this payment required to cover changes to child care fees will require a written request by the applicant.

3.  

☐ Top-up of fractional return-to-work

After 26 weeks of adoption leave, return to work on a part-time basis and top up fraction with hours in lieu of any remaining 60% paid adoption leave entitlement to increase fraction (If selecting this option a Work Schedule Form must be attached to this form. Refer [http://www.adm.monash.edu.au/workplace-policy/forms/](http://www.adm.monash.edu.au/workplace-policy/forms/))

Start date:
### Adoption Leave Application Form

<table>
<thead>
<tr>
<th>Hrs planned to work per week: _____</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top-up Hrs per week: _____</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Transfer to spouse</th>
<th>Transfer any remaining 60% paid adoption leave entitlement to your spouse (provided he/she is also employed by the University) from the date that he/she succeeds you as primary caregiver.</th>
<th>Start Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Spouse name:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spouse Faculty/Division:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spouse organisational unit:</td>
</tr>
</tbody>
</table>

#### 4. Preliminary (optional) indication of return to work plans

As a preliminary indication only (non-binding), at the expiration of your adoption leave you presently intend to:

- Return to your pre-adoption leave fraction: [Yes/No]

- Request a voluntary reduced working year:
  - If yes, specify reduced working year arrangement intended (eg. 48.52): [Yes/No]

- Request a reduced fraction for a specified period:
  - If yes, specify fraction intended (eg. 0.6): [Yes/No]

- Request an unpaid extension of adoption leave of up to a further 12 months:
  - Specify period of months intended: [Yes/No]

#### 5. Additional Information

| 4.1 - Have you included evidence that you are an approved applicant for the adoption of a child, that you are the primary caregiver for that child, and the date of placement of that child? | Yes / No |
| 4.2 - Do you require payment in advance for the 14 weeks at the ordinary rate of pay? | Yes / No |
| 4.3 – Where applicable, have you completed a return to work deed? | Yes / No |
| 4.3 - Are you an academic staff member currently on probation? | Yes / No |
Adoption Leave Application Form

Staff Member's Declaration

I acknowledge that:

1. I am required to enter into a return to work deed as a condition of payment for any 60% paid adoption leave and/or return-to-work conversion option and this includes agreement to return to work at the end of the period of adoption leave and sets out obligations to repay some or all of the 60% paid adoption leave entitlement in certain circumstances.

2. I acknowledge and agree that adoption leave beyond the first 26 weeks does not constitute service for the purposes of leave accrual or for the probationary period of service as defined by the probation and confirmation of academic appointment procedure and Clause 34.6 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014.

NOTE: The deferred end date of any probationary period will be communicated to the staff member upon processing of the leave form.

3. I understand that the approval of leave is subject to confirmation of entitlement and that I am responsible for all salary deductions (eg. Health Insurance Cover) during periods of unpaid leave.

Signature
Date

Authorisation

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Head of Department/Administrative Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Ext:</td>
<td>Ext:</td>
</tr>
</tbody>
</table>

This form cannot be authorised or processed without satisfactory supporting evidence. Please ensure evidence is attached to this form

FOR HR OPERATIONS USE ONLY

<table>
<thead>
<tr>
<th>Processed by</th>
<th>Date   / /</th>
<th>Checked by</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For assistance, please contact Access HR on 9902 0400

Please return completed form to Monash HR, Monash University VIC 3800 OR by email to: hr@monash.edu

Monash HR privacy collection statement is located at http://privacy.monash.edu/guidelines/collection-personal-information.html#hr

25/05/2015