

Instructions for completing the Application for Maternity Leave Form

1. Applicants should read the Maternity Leave provisions before completing this application. The policy, FAQs and examples of how this leave entitlement can be taken is located at <http://www.adm.monash.edu.au/workplace-policy/leave/parental/maternity/>.
2. To obtain a copy of the procedures or to receive assistance in completing this application please contact HR Operations on 9905 6039.
3. A medical certificate must accompany this application before it can be approved or processed.

Section 1 Leave Details

In this section you will enter details of the leave you wish to access. The start date for 100% Paid Maternity Leave will be the very first day of your maternity leave. Maternity leave should conclude no later than 52 weeks after that date, inclusive of University and Public holidays.

Leave Types

100% Paid Maternity Leave will pay 100% of your ordinary pay up to a maximum of 14 weeks.

60% Paid Maternity Leave can be accessed after 14 weeks of maternity leave, this entitlement will be calculated as follows:

38 weeks x weekly hours per Enterprise Bargaining Agreement (EBA)(Academic 36.25 hrs, General 36.75 hrs, Trades 38 hrs) x 60% x Fraction of employment

Full Time Academic Entitlement	826.50 hours paid over a 38 week period*
Full Time General Entitlement	837.90 hours paid over a 38 week period*
Full Time Trades & Services Entitlement	866.40 hours paid over a 38 week period*

* This equates to a payment of 60% of your ordinary rate of pay up to HEW 10 or LEVEL E over a 38 week period.

A staff member employed part-time is entitled to the maternity leave benefits on a pro rata basis.

60% Paid Maternity Leave can be topped up with 40% from your annual leave or long service leave entitlement; this will result in you maintaining your normal salary for the period you are on annual or long service leave. You must have enough annual or long service leave entitlement to cover 40% of ordinary hours worked for the period of this leave.

Unpaid Maternity Leave can be accessed provided that the period of paid and unpaid maternity leave does not exceed 52 weeks.

Part time staff must indicate hours and days worked in Section 1 to ensure correct leave is recorded and paid.

Section 2 Alternatives to receiving your entitlement to 60% Paid Maternity Leave

There is considerable flexibility in the way in which you may access the 38 weeks at 60%.

OPTION 1

After 14 wks maternity leave you may return to work and receive a lump sum or a fortnightly allowance in lieu of 60% Maternity Leave.

Total Hours paid for lump sum OR allowance can be calculated as follows:

No of weeks remaining of 60% Paid Maternity Leave x weekly hours per EBA (Academic 36.25 hrs General 36.75 hrs Trades 38 hrs) x 60% x Fraction of employment.

Return to Work Date is the first day you attend work after your absence on maternity 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 Maternity 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

After 14 weeks maternity leave you may wish to 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 60% paid maternity leave to the value of the child care fee.

The Start Date and End Date need to cover the period for which child care is sought upon returning to work after maternity leave. The end date must be within 52 weeks of your first day of Maternity 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;
- Any EBA increases or increments due during maternity leave will be applied to all leave payments and allowances paid in lieu of time off.

OPTION 3

After 26 weeks of maternity leave - Return to work on a part-time basis and use outstanding 60% paid maternity leave entitlement to increase the fraction you are paid, to do so you nominate the additional hours you want paid in lieu of 60% Paid Maternity Leave.

Hrs worked/wk are the number of hours you will attend work per week.

Top-up Hrs per wk are the number of hours you will be paid in addition to the number of hours worked. The top-up hours will reduce the balance of 60% Paid Maternity Leave entitlement.

Start Date and End Date will be the period for which you will receive the top-up hours. The end date must be within 52 weeks of your first day of Maternity Leave.

If you choose not to access all of your 38 week entitlement, the unused balance can be banked for use as salary payment during a future period of unpaid parental leave.

STAFF MEMBER'S DETAILS (To be completed by Staff Member)

Faculty/Division					Organisational Unit				
Personnel Number								Campus	
Title		Family Name			Given Names				

SECTION 1 MATERNITY LEAVE DETAILS (NB Maternity leave is inclusive of all public and university holidays)

SAP Code		Description	Start Date	End Date
Service	RLOS			
0210		100% Paid Maternity Leave (max 14 weeks)		
0215	0216	60% Paid Maternity Leave		
0114	0115	60% Paid Maternity Leave plus 40% Annual Leave		
0116	0117	60% Paid Maternity Leave plus 40% Long Service Leave		
0212	0213	Maternity Leave Unpaid		

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

Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____

NB: Any change to the above dates requires at least 14 days notice and approval by the University.

SECTION 2 ALTERNATIVES TO TAKING 60% Paid Maternity Leave time off (tick option and complete details)

After 14 weeks maternity leave -Receive a lump sum or a fortnightly allowance in lieu of 60% Paid Maternity Leave

- Lump Sum Total Hours _____ Return to work date ___/___/___
- Allowance Total Hours _____ Return to work date ___/___/___ End date of Allowance ___/___/___

- After 14 weeks maternity leave – Return to work and request that any outstanding 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/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.

- Return after 26 weeks of maternity leave - Return to work on a part-time basis and top up fraction with hours in lieu of 60% Paid Maternity Leave to increase fraction (If selecting this option a Work Schedule Form must be attached to this form
<http://www.adm.monash.edu.au/workplace-policy/forms/>

Hrs planned to work per week _____ Top-up Hrs per wk _____ Start Date ___/___/___ End Date ___/___/___

Maternity Leave applied for but not commenced is subject to the provisions of the relevant Enterprise Agreement.

SECTION 3 – ADDITIONAL INFORMATION

1. Have you included a medical certificate? Yes No
2. Do you require payment in advance for the 14 weeks at the ordinary rate of pay? Yes No

DECLARATION BY STAFF MEMBER

- I acknowledge that I am required to enter into a return to work deed as a condition of payment for some or all of the 38 weeks at 60% of ordinary rate of pay.
- In the event that I access all or any of the 38 weeks leave at 60% of the ordinary rate of pay (either as leave, allowance or fraction top up) and I choose not to return to work for a period equivalent to the period for which I received pay at 60% of the ordinary rate of pay, I agree to repay all money received from the university other than the payment of 14 weeks paid maternity leave at the full ordinary rate of pay and any accrued leave that may have been taken whilst on maternity leave.
- I understand that the approval of leave is subject to confirmation of entitlement & that I am responsible for all salary deductions (eg Health Insurance Cover) during periods of unpaid leave.

Signature _____ Date _____ Contact Ext. No. _____

AUTHORISATION BY ORGANISATIONAL UNIT (To be completed by Organisational Unit)

This form cannot be authorised or processed without a medical certificate. Please ensure one is attached to this form

Authorisation 1 - Supervisor		Authorisation 2 - Head of Dept/ Administrative Unit Signature	
Signature		Signature	
Please print name		Please print name	
Contact Ext No. _____	Date ___/___/___	Contact Ext No. _____	Date ___/___/___

REMINDER ... IS THE STAFF MEMBER A SAP USER?
 If YES, has a 'Request for Temporary Access Delegation Form' (IAS036), available at <http://www.adm.monash.edu.au/workplace-policy/forms/>, been completed for your temporary replacement? Please note: Allow 2 weeks minimum for form to be processed

FOR HR OPERATIONS USE ONLY

Processed by	Date / /	Checked by	Pay Period
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For assistance, please contact HR Inquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University, 710 Blackburn Road, Clayton, 3800

Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>