



PARENTAL LEAVE OPTIONS CALENDAR – Adoption Leave

- This calendar is a tool designed to assist **staff** in planning & accessing parental leave & return to work from parental leave provisions. It should be completed in conjunction with the Return from Parental Leave Agreement.
- Parental Leave and Return From Parental Leave provisions are located in the applicable Enterprise Agreement which is located at <http://www.monash.edu.au/entbarq/>
- For advice about parental leave, please contact HR Enquiries on 9902 0400 or via email: hr@adm.monash.edu.au

ACTION/EVENT	DATE	TIMELINE
1. Written Notice to Head of Department/Manager including: <ul style="list-style-type: none"> ▪ intention to take adoption leave & proposed commencement date; ▪ period of adoption leave to be taken; and ▪ attach satisfactory evidence of being an approved applicant for the adoption of a child & date of placement of the child ▪ staff member must be the primary care giver of that child 	___ / ___ / ____	T - 4 weeks
2. Submit an Adoption Leave form to HR Operations		
3. Last Working Day	___ / ___ / ____	
4. First Day of Adoption Leave <ul style="list-style-type: none"> ▪ Paid adoption leave to be taken from the date of placement of the child and must be in a continuous period 	___ / ___ / ____	
5. Adoption Leave Entitlement <ul style="list-style-type: none"> ▪ Child is under twelve (12) months of age at the date of placement – entitled to leave on full pay for a continuous period of twelve (12) weeks ▪ Child is twelve (12) months of age or older at the date of placement – entitled to leave on full pay for a continuous period of six (6) weeks 	<ul style="list-style-type: none"> ▪ 12 weeks ▪ 6 weeks 	
6. Placement of Child	___ / ___ / ____	T
7. Paid Adoption Leave Ceases <ul style="list-style-type: none"> ▪ Child is under twelve (12) months of age at the date of placement ▪ Child is twelve (12) months of age or older at the date of placement 	___ / ___ / ____ ___ / ___ / ____	T + 12 weeks T + 6 weeks
8. Other Paid Parental Leave Options <ul style="list-style-type: none"> ▪ Annual leave commences ▪ Long service leave commences 	___ / ___ / ____ ___ / ___ / ____	
9. Unpaid Period of Adoption Leave Option <ul style="list-style-type: none"> ▪ Unpaid leave as will bring the aggregate leave to a continuous period not exceeding twelve (12) calendar months (ie twelve months' from the commencement of paid leave) 	___ / ___ / ____	
10. Contact Manager to discuss Reduced Fraction Under Return From Parental Leave Provisions including: <ul style="list-style-type: none"> ▪ Fraction & period of reduced fraction ▪ Return to work date ▪ Hours of work & fractional work schedule ▪ Work duties ▪ Complete a Return from Parental Leave Agreement 	___ / ___ / ____	RTW – 6 weeks
11. Contact Manager to discuss return to work (staff member not seeking reduced fraction under the Return to Work from Parental Leave provisions) including: <ul style="list-style-type: none"> ▪ Return to work date ▪ Hours of work & work schedule ▪ Work duties 	___ / ___ / ____	RTW – 4 weeks
12. Period of Unpaid Adoption (Parental) Leave Ceases	___ / ___ / ____	T + max. 12mths
13. Return to Work Date on reduced fraction as agreed Fraction _____ Hours per Week _____	___ / ___ / ____	RTW
14. Agreed Period of Reduced Fraction <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 9 months <input type="checkbox"/> 12 months (1 year) <input type="checkbox"/> 15 months <input type="checkbox"/> 18 months <input type="checkbox"/> 21 months <input type="checkbox"/> 24 months (2 years) <input type="checkbox"/> Other (please specify period)		
15. Reduced Fraction End Date	___ / ___ / ____	
16. Return to Work Date – Pre Adoption Leave Fraction	___ / ___ / ____	

T = Date of Placement of Child

RTW – Date of Return to Work from Parental Leave

ADDITIONAL COMMENTS/NOTES

For assistance please contact HR Enquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University VIC 3800

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