



1. This calendar is a tool designed to assist **staff** in planning, accessing parental leave and return to work from parental leave provisions. It should be completed in conjunction with the Return from Parental Leave Agreement.
2. Parental Leave and Return From Parental Leave provisions are located in the applicable Enterprise Agreement which is located at <http://www.adm.monash.edu.au/enterprise-agreements/>
3. For advice about parental leave, please contact HR Enquiries on ext 20400

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 wks
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"> 24 months or more continuous service - 14 weeks' leave at 100% pay plus 38 weeks' leave at 60% pay. at least 12 months but less than 24 months continuous service - 14 weeks' leave at 100% pay plus 3.16 weeks' leave at 60% pay for each month of service after the first 12 months plus unpaid leave for any remainder of the 52-week period following placement. less than 12 months continuous service - 1.16 weeks' leave at 100% pay for each completed month of service plus unpaid leave for the remainder of the 52-week period following placement. 		
6. Placement of Child	___/___/_____	T
7. Paid Adoption Leave Ceases <ul style="list-style-type: none"> 24 months or more continuous service at least 12 months but less than 24 months continuous service less than 12 months continuous service 	___/___/_____ ___/___/_____ ___/___/_____	T + 52 wks. T + _ wks. T + _ wks.
8. Other Paid 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. Return to work under reduced fraction or other flexible working arrangement - write to manager and discuss, 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 wks
11. Return to work without flexible working arrangement - contact manager to discuss, including: <ul style="list-style-type: none"> Return to work date Hours of work & work schedule Work duties 	___/___/_____	RTW - 4 wks
12. Period of Unpaid Adoption (Parental) Leave Ceases	___/___/_____	T + max. 12 mos.
13. Return to Work Agreed RTW Fraction <input type="text"/> Agreed RTW Hours per week <input type="text"/>	___/___/_____	RTW
14. Agreed Period of Reduced Fraction <input type="checkbox"/> 3 months <input type="checkbox"/> 12 months (1 year) <input type="checkbox"/> 21 months <input type="checkbox"/> 6 months <input type="checkbox"/> 15 months <input type="checkbox"/> 24 months (2 years) <input type="checkbox"/> 9 months <input type="checkbox"/> 18 months <input type="checkbox"/> Other (please specify period): <input type="text"/>		
15. Reduced Fraction End Date	___/___/_____	
16. Return to Work Date - Substantive Leave Fraction (where this differs from 13. Return to work)	___/___/_____	

T = Date of Placement of Child; RTW - Date of Return to Work from Parental Leave; wks. - Weeks; mos. - Months; max. - maximum

Additional Comments / Notes

For assistance please contact HR Enquiries on ext 20400
 Please return completed form to:
 HR Operations, Monash HR, Monash University VIC 3800

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