

PARENTAL LEAVE CALENDAR

Maternity Leave

1. 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.
2. Parental Leave and Return From Parental Leave provisions are located in the applicable Enterprise Agreement which is located at <http://www.monash.edu.au/entbarg/>
3. For advice about parental leave, please contact HR Enquiries on 9902 0400 or via email: hr@adm.monash.edu.au

ACTION/EVENT	DATE
1. Written Notice to Head of Department/Manager (at least 4 weeks prior to commencement date) including: <ul style="list-style-type: none"> ▪ intention to take maternity leave & proposed commencement date ▪ period of maternity leave to be taken and ▪ attach certificate from registered medical practitioner stating the expected date of birth 	___ / ___ / ____
2. Submit a Leave form to HR Services (4 weeks notice required)	___ / ___ / ____
3. Last Working Day	___ / ___ / ____
4. First Day of Maternity Leave on full pay <ul style="list-style-type: none"> ▪ Paid maternity leave may be taken from six (6) weeks prior to the expected date of birth of the child 	___ / ___ / ____
5. Maternity Leave Entitlement <ul style="list-style-type: none"> ▪ 24 months or more continuous service- leave on full pay for 14 weeks and at 60% at ordinary rate of pay for up to 38 weeks ▪ between Twelve (12) and 24 months continuous service – entitled to leave on full pay for a continuous period of fourteen (14) weeks and up to 38 weeks unpaid leave ▪ Less than Twelve (12) months continuous service – entitled to leave on full pay for a continuous period equivalent to 1.16 weeks for each completed calendar month of service and up to 38 weeks unpaid leave 	<ul style="list-style-type: none"> ▪ 14 + 38 weeks ▪ 14 weeks ▪ <input type="checkbox"/> weeks
6. Birth of Child	___ / ___ / ____
7. Paid Maternity Leave Ceases <ul style="list-style-type: none"> ▪ Twenty four (24) or more continuous service ▪ Between twelve (12) months and 24 months continuous service ▪ Less than twelve (12) months continuous service 	___ / ___ / ____ ___ / ___ / ____ ___ / ___ / ____
8. Other Paid Leave Options <ul style="list-style-type: none"> ▪ Annual leave commences ▪ Long service leave commences 	___ / ___ / ____ ___ / ___ / ____
9. Period of Unpaid Maternity Leave Commences <ul style="list-style-type: none"> ▪ 	___ / ___ / ____
10. Contact Manager to discuss Reduced Fraction Under Return From Parental Leave Provisions (at least six weeks prior to proposed return date) 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 	___ / ___ / ____
11. Contact Manager to Discuss Return to Work (staff member not seeking reduced fraction and at least six weeks prior to proposed return date) including: <ul style="list-style-type: none"> ▪ Return to work date ▪ Hours of work & work schedule ▪ Work duties 	___ / ___ / ____
12. Period of Unpaid Maternity (Parental) Leave Ceases	___ / ___ / ____
13. Return to Work Date on reduced fraction as agreed Fraction _____ Hours per Week _____ <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 9 months <input type="checkbox"/> 15 months <input type="checkbox"/> 18 months <input type="checkbox"/> 21 months	___ / ___ / ____
14. Reduced Fraction End Date	___ / ___ / ____
15. Return to Work Date	___ / ___ / ____

ADDITIONAL COMMENTS/NOTES

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