

# PARENTAL LEAVE OPTIONS CALENDAR – Domestic Partner Leave (previously referred to as Paternity Leave)

1. This calendar is designed to assist staff in planning & accessing parental leave & return to work from parental leave provisions.
2. Parental Leave and Return From Parental Leave provisions are located in the applicable Enterprise Agreement which is located at [adm.monash.edu.au/enterprise-agreements/](http://adm.monash.edu.au/enterprise-agreements/)
3. For advice about parental leave, please contact HR Enquiries on 9902 0400 or via email: [hr@monash.edu.au](mailto:hr@monash.edu.au).

ACTION/EVENT	DATE	TIMELINE
1. <b>Written Notice to Head of Department/Manager including:</b> <ul style="list-style-type: none"> <li>▪ intention to take domestic partner leave &amp; commencement dates; and</li> <li>▪ attach a statutory declaration stating that he/she has accepted responsibility for the ongoing care of a child</li> </ul>	___ / ___ / ____	T - 4 weeks
2. <b>Submit Leave form to HR Operations</b>		
3. <b>Last Working Day</b>	___ / ___ / ____	
4. <b>First Day of Domestic Partner Leave</b> <ul style="list-style-type: none"> <li>▪ Paid domestic partner leave to be taken within the period commencing in the week prior to the expected date of birth of the child AND concluding six (6) weeks after the actual date of birth of the child</li> <li>▪ Paid domestic partner leave to be taken within six (6) weeks of the date of placement of the child for adoption</li> <li>▪ Is not required to be taken in a continuous period</li> </ul>	___ / ___ / ____  ___ / ___ / ____	
5. <b>Paid Domestic Partner Leave Entitlement</b> <ul style="list-style-type: none"> <li>▪ entitled to leave on full pay for five (5) consecutive working days; OR</li> <li>▪ entitled to leave on full pay for a period which in the aggregate does not exceed five (5) working days</li> </ul>	<ul style="list-style-type: none"> <li>▪ No action required</li> <li>▪ Information only</li> </ul>	
6. <b>Birth of Child or Placement of Child</b>	___ / ___ / ____	T
7. <b>Paid Domestic Partner Leave Ceases</b>	___ / ___ / ____	Between T - 5 days and T + 6 weeks (in total)
8. <b>Other Paid Parental Leave Options</b> <ul style="list-style-type: none"> <li>▪ Annual leave commences</li> <li>▪ Long service leave commences</li> </ul>	___ / ___ / ____ ___ / ___ / ____	
9. <b>Unpaid Period of Domestic Partner Leave Option</b> <ul style="list-style-type: none"> <li>▪ Unpaid leave up to an aggregate of twelve (12) calendar months</li> <li>▪ Staff member must be the primary care giver of the child</li> </ul>	___ / ___ / ____	
10. <b>Contact Manager to discuss reduced fraction Under Return From Parental Leave Provisions including:</b> <ul style="list-style-type: none"> <li>▪ Fraction &amp; period of reduced fraction</li> <li>▪ Return to work date</li> <li>▪ Hours of work &amp; fractional work schedule</li> <li>▪ Work duties</li> </ul>	___ / ___ / ____	RTW – 6 weeks
11. <b>Contact Manager to discuss return to work (staff member not seeking reduced fraction under the Return to Work from Parental Leave provisions) including:</b> <ul style="list-style-type: none"> <li>▪ Return to work date</li> <li>▪ Hours of work &amp; work schedule</li> <li>▪ Work duties</li> </ul>	___ / ___ / ____	RTW – 4 weeks
12. <b>Period of Unpaid Domestic Partner Leave Ceases</b>	___ / ___ / ____	From day 1 of DPL max. 12 months
13. <b>Return to Work Date on Agreed Reduced Fraction</b> Fraction _____ Hours per Week _____	/ /	RTW
14. <b>Agreed Period of Reduced Fraction</b> <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. <b>Reduced Fraction End Date</b>	___ / ___ / ____	
16. <b>Return to Work Date – Pre Domestic Partner Leave Fraction</b>	___ / ___ / ____	

T = Date of birth of the Child or placement of the Child

RTW – Date of Return to Work from Parental Leave

<b>ADDITIONAL COMMENTS/NOTES</b>
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**For assistance please contact HR Enquiries on 9902 0400**

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

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