



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

- This calendar is designed to assist staff in planning & accessing parental leave & return to work from parental leave provisions.
- 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/>
- 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 domestic partner leave & commencement dates; and attach a statutory declaration stating that he/she has accepted responsibility for the ongoing care of a child 	___ / ___ / ____	T - 4 weeks
2. Submit Leave form to HR Operations		
3. Last Working Day	___ / ___ / ____	
4. First Day of Domestic Partner Leave <ul style="list-style-type: none"> 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 Paid domestic partner leave to be taken within six (6) weeks of the date of placement of the child for adoption Is not required to be taken in a continuous period 	___ / ___ / ____ ___ / ___ / ____	
5. Paid Domestic Partner Leave Entitlement <ul style="list-style-type: none"> entitled to leave on full pay for five (5) consecutive working days; OR entitled to leave on full pay for a period which in the aggregate does not exceed five (5) working days 	<ul style="list-style-type: none"> No action required Information only 	
6. Birth of Child or Placement of Child	___ / ___ / ____	T
7. Paid Domestic Partner Leave Ceases	___ / ___ / ____	Between T - 5 days and T + 6 weeks (in total)
8. Other Paid Parental Leave Options <ul style="list-style-type: none"> Annual leave commences Long service leave commences 	___ / ___ / ____ ___ / ___ / ____	
9. Unpaid Period of Domestic Partner Leave Option <ul style="list-style-type: none"> Unpaid leave up to an aggregate of twelve (12) calendar months Staff member must be the primary care giver of the child 	___ / ___ / ____	
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 	___ / ___ / ____	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 Domestic Partner Leave Ceases	___ / ___ / ____	From day 1 of DPL max. 12 months
13. Return to Work Date on Agreed Reduced Fraction 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 Domestic Partner Leave Fraction	___ / ___ / ____	

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

RTW – Date of Return to Work from Parental Leave

ADDITIONAL COMMENTS/NOTES

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For assistance please contact HR Enquiries 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>