



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 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

Table with 3 columns: ACTION/EVENT, DATE, and TIMELINE. Rows include: 1. Written Notice to Head of Department/Manager including: intention to take domestic partner leave & commencement dates; and attach a statutory declaration... 2. Submit Leave form to HR Operations 3. Last Working Day 4. First Day of Domestic Partner Leave 5. Paid Domestic Partner Leave Entitlement 6. Birth of Child or Placement of Child 7. Paid Domestic Partner Leave Ceases 8. Other Paid Parental Leave Options 9. Unpaid Period of Domestic Partner Leave Option 10. Contact Manager to discuss reduced fraction Under Return From Parental Leave Provisions including: Fraction & period of reduced fraction, Return to work date, Hours of work & fractional work schedule, Work duties 11. Contact Manager to discuss return to work (staff member not seeking reduced fraction under the Return to Work from Parental Leave provisions) including: Return to work date, Hours of work & work schedule, Work duties 12. Period of Unpaid Domestic Partner Leave Ceases 13. Return to Work Date on Agreed Reduced Fraction 14. Agreed Period of Reduced Fraction 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 VIC 3800

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