

Maternity Leave Application Form



Instructions for completing a Maternity Leave Application Form

1. Applicants should read the Remuneration and Benefits – Types of Leave (Pre-natal and Parental Leave) procedure before completing this application.
2. To receive assistance in completing this application please contact Access HR on 9902 0400.
3. A medical certificate confirming your pregnancy and the expected date of delivery must accompany this application before it can be approved or processed.

If you wish to make a change to your maternity leave arrangements after submission of this form, you will first be required to submit an amending Application for Maternity Leave form marked “Amended” with at least 14 days’ notice of the requested change, unless otherwise agreed. Any request for a change to your maternity leave arrangements will be subject to approval by the University.

Further instructions for Sections 2-4 of this form follow.



Section 2 - Maternity leave details

In this section you will enter details of the leave you wish to access. The start date for 100% paid maternity leave will be the very first day of your maternity leave. Maternity leave is inclusive of University holidays and concludes no later than 52 weeks after the date of commencement, unless it is extended by a further period of maternity leave approved by the University (refer Section 4).

Part-time staff must indicate hours and days worked in Section 2 to ensure correct leave is recorded and paid.

Leave Types

- **100% paid maternity leave** will pay 100% of your ordinary rate of pay as specified by the relevant EA (or, if applicable, as specified by your performance-based contract) up to a maximum of 14 weeks.
- **60% paid maternity leave** entitlement equates to a payment of 60% of the applicable ordinary rate of pay over a period of up to 38 weeks, with the maximum applicable ordinary rates being those payable under the EA salary schedule at HEW level 10 for professional or trades and services staff and Level E for academic staff. Ordinarily accessed after exhausting the 100% paid maternity leave entitlement and requires completion of a return to work deed.
- **60% paid maternity leave** plus 40% annual leave/long service leave allows you to use accrued annual leave/long service leave to top up your salary during 60% paid maternity leave to maintain your normal salary for the period you are on 60% paid maternity leave. You must have a sufficient accrued annual or long service leave entitlement to cover 40% of ordinary hours for the period of this leave. Also requires completion of a return to work deed.
- **Unpaid maternity leave** can be accessed provided that the initial period of paid and unpaid maternity leave does not exceed 52 weeks. Staff members are able to request a further period of unpaid maternity leave (up to a further 52 weeks) following the first 52 weeks (refer Section 4).

Note that any EA increases or increments due during maternity leave will be applied to all leave payments and the payment of return-to-work conversion options.



Section 3 - Alternatives to taking 60% paid maternity leave

There is considerable flexibility in the way in which you may access the 60% paid maternity leave entitlement as alternatives to taking your leave entitlement. This section asks you to indicate if you are considering an alternative to taking any 60% paid maternity leave entitlement and, if so, your nominated option.

OPTION 1(a) and (b)

You return to work and receive a lump sum or a non-superannuable fortnightly allowance in lieu of the unused portion of your 60% paid maternity leave entitlement.

Return to Work Date is the first day you attend work after your absence on maternity leave.

End Date for Allowance is the date on which your allowance will stop. This date must be within 52 weeks of your first day of maternity leave.

Please note there may be greater tax implications for you if you choose the option of receiving an allowance or lump sum.

OPTION 2

You return to work and place your child in the care of a Monash child care facility. If you salary sacrifice child care fees payable to a Monash child care facility, you may apply to receive an allowance in lieu of the unused portion of your 60% paid maternity leave entitlement to the value of the child care fee. Information about child care services at Monash can be found at <http://www.monash.edu.au/students/services/childcare.html>.

The Start Date and End Date need to cover the period for which child care fee payment is sought upon returning to work after maternity leave. The End Date must be within 52 weeks of your first day of maternity leave. You must instruct HR Operations to increase this allowance if the amount of the child care fee changes otherwise you will be responsible for the impact a change will have on your net pay.

You are strongly encouraged to assess if salary packaging child care fees is financially beneficial in your personal circumstances. Your ability to claim Child Care Benefits (CCB) and Child Care Tax Rebate (CCTR) will be negated if you salary package child care fees.

OPTION 3

After 26 weeks of maternity leave, return to work on a part-time basis (subject to University approval – refer Section 4 below) and use any outstanding 60% paid maternity leave entitlement to increase the employment fraction at which you are paid. To do so you nominate the additional hours you want paid in lieu of the unused portion of your 60% paid maternity leave entitlement. Note that you cannot top-up to a payment fraction that exceeds the fraction of your substantive appointment.

To complete this section of the form you will need to determine:

- The number of weeks remaining of your unused 60% paid maternity leave entitlement.
- **Hrs planned to work per week** being the number of hours you will attend work per week.
- **Top-up Hrs per wk** being the number of hours you wish to be paid in addition to the number of hours worked. Note that the top-up hours will reduce the balance of your remaining 60% paid maternity leave entitlement accordingly.
- **Start Date** and **End Date** to indicate the period for which you wish to receive the top-up hours. The end date must be within 52 weeks of your first day of maternity leave.

Your nomination of this option is non-binding. If you wish to formally request this option you are

required to complete a Flexible Working Arrangements/Extended Parental Leave Request form (refer Section 4 below).

OPTION 4

If you and your spouse are both employed by Monash University and you are succeeded by your spouse as the primary caregiver for your child, you may transfer any remaining portion of your 60% paid maternity leave entitlement to your spouse, subject to the provisions of the relevant EA.

NOTE:

- If you choose not to use all of your 60% paid maternity leave entitlement, you will forfeit the unused portion of your entitlement upon the expiry of the 52nd week following the commencement of your maternity leave or the date of your termination of employment, whichever is the earlier.

Section 4 (Optional) – Preliminary indication of return to work plans

At the end of a period of maternity leave, a staff member may resume work subject to her providing confirmation of her return. Such confirmation is to be provided after the date of delivery and at least four weeks prior to the date of return.

A staff member who:

- (a) is returning from maternity leave; and
- (b) has responsibility for the care of her child

may request a reduced working year arrangement as provided for under the relevant Enterprise Agreement, or a reduced fraction of employment for a specified period of time or other flexible working arrangement. Provided that the staff member is to give at least six weeks' notice of her request and must have completed at least 12 months' continuous service with the University immediately prior to making the request.

Staff members may also seek approval for an unpaid extension of maternity leave following the first 52 weeks.

In Section 4 of the form you can give a preliminary indication of whether you intend to request a reduced working year arrangement, a reduced fraction for a specified period of time, or an unpaid extension of maternity leave. This section is optional and the preliminary indication is not binding upon you. It does not constitute a formal request for the arrangement. It is simply a preliminary indication that assists in workforce planning and potentially accommodating future requests.

If you wish to formally request a return other than to your substantive fraction or to request an unpaid extension of maternity leave following the first 52 weeks or other flexible working arrangement, you should refer to the Workforce Management Procedure – Flexible Working Arrangements for Parents and Carers and complete a Flexible Working Arrangements/Extended Parental Leave Request form. The application is to be submitted no later than six weeks prior to your return date, but it is suggested that you should consider submitting your application up to 3-6 months prior to your intended return date. This will facilitate the University's assessment of whether or not your request can reasonably be accommodated, after taking into account your circumstances and the reason for the request, the operational requirements of your role and unit, and the potential impact upon other staff. A copy of the Flexible Working Arrangements/Extended Parental Leave Request form can be accessed at www.adm.monash.edu.au/human-resources/forms/.

1. Staff member's details			
Personnel Number			
Title:	Family name:	Given names:	
Contact Details	Phone number:		
	Address:		
Service	Employment start date:	Continuous service with the University: <input type="checkbox"/> 24 months or more; or <input type="checkbox"/> at least 12 but less than 24 months; or <input type="checkbox"/> less than 12 months.	
2. Maternity leave details (inclusive of all University holidays)			
	Description	Start Date	End Date
	100% paid maternity leave (max 14 weeks)		
	60% paid maternity leave (max 38 weeks)		
	60% paid maternity leave plus 40% annual leave (max 38 weeks)		
	60% paid maternity leave plus 40% long service leave (max 38 weeks)		
	Unpaid Maternity Leave		
Part-time staff only – Please circle days ordinarily worked during leave period. If not full days provide fraction of day or hours: Mon Tues Wed Thurs Fri Sat Sun			
3. Alternatives to taking 60% paid maternity leave (tick option and complete details)			
1.(a) <input type="checkbox"/>	Lump Sum payment in lieu		Return to work date:
1.(b) <input type="checkbox"/>	Fortnightly Allowance in lieu		Return to work date: End date of allowance:
2. <input type="checkbox"/>	Payment of child care fees in lieu	Return to work and request that any remaining 60% paid maternity leave entitlement be directed to the payment of childcare fees when Monash childcare facilities are used; if selecting this option an 'Application for Salary Packaging Childcare Fees' <u>must be attached</u> to this form. The application is located at: http://adm.monash.edu/sss/forms/salary-packaging-childcare.doc	Start date: End date
<i>Note: any future adjustments to this payment required to cover changes to child care fees will require a written request by the applicant.</i>			
3. <input type="checkbox"/>	Top-up of fractional return-to-work	After 26 weeks of maternity leave, return to work on a part-time basis and top up fraction with hours in lieu of any remaining 60% paid maternity leave entitlement to increase fraction (If selecting this option a Work Schedule Form <u>must be attached</u> to this form. Refer http://www.adm.monash.edu.au/workplace-policy/forms/ .)	Start date:

		Hrs planned to work per week: _____ Top-up Hrs per week: _____	End Date:
4. <input type="checkbox"/>	Transfer to spouse	Transfer any remaining 60% paid maternity leave entitlement to your spouse (provided he/she is also employed by the University) from the date that he/she succeeds you as primary caregiver.	Start Date: Spouse name; Spouse Faculty/Division: Spouse organisational unit:

4. Preliminary (optional) indication of return to work plans

As a preliminary indication only (non-binding), at the expiration of your maternity leave you presently intend to:

- Return to your pre-maternity leave fraction Yes/No
- Request a voluntary reduced working year Yes/No
If yes, specify reduced working year arrangement intended (eg. 48.52):
- Request a reduced fraction for a specified period Yes/No
If yes, specify fraction intended (eg. 0.6):
- Request an unpaid extension of maternity leave of up to a further 12 months Yes/No
Specify period of months intended:

5. Additional Information

4.1 - Have you included a medical certificate confirming your pregnancy and expected date of delivery?	Yes / No
4.2 - Do you require payment in advance for the 14 weeks at the ordinary rate of pay?	Yes / No
4.3 – Where applicable, have you completed a return to work deed?	Yes / No
4.3 - Are you an academic staff member currently on probation?	Yes / No

Staff Member's Declaration

I acknowledge that:

1. I am required to enter into a return to work deed as a condition of payment for any 60% paid maternity leave and/or return-to-work conversion option and this includes agreement to return to work at the end of the period of maternity leave and sets out obligations to repay some or all of the 60% paid maternity leave entitlement in certain circumstances.
2. I acknowledge and agree that maternity leave beyond the first 26 weeks does not constitute service for the purposes of leave accrual or for the probationary period of service as defined by the [probation and confirmation of academic appointment procedure](#) and [Clause 34.6 of the Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#).

NOTE: The deferred end date of any probationary period will be communicated to the staff member upon processing of the leave form.

3. I understand that the approval of leave is subject to confirmation of entitlement and that I am responsible for all salary deductions (eg Health Insurance Cover) during periods of unpaid leave.

Signature	Date
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Authorisation

Supervisor		Head of Department/Administrative Unit	
Signature		Signature	
Name		Name	
Date		Date	
Ext:		Ext:	

This form cannot be authorised or processed without a medical certificate. Please ensure one is attached to this form

FOR HR OPERATIONS USE ONLY

Processed by	Date / /	Checked by	Pay Period
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For assistance, please contact Access HR on 9902 0400

Please return completed form to Monash HR, Monash University VIC 3800 OR by email to: hr@monash.edu

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