



MATERNITY

- 12 weeks paid maternity leave
(subject to completion of 12 months service)
- Maximum of 52 weeks.
- Recreation leave/LSL may be used during period of leave.
- Sick leave available under normal conditions provided supported by medical certificate.
- Maternity leave can be paid at half pay.



PARTNER LEAVE

- 1 week unpaid leave at time of birth.
- 51 weeks unpaid partner leave if primary care giver.



Adoption of a Child

- 12 weeks paid adoption leave to primary care giver.
- Up to 3 weeks unpaid leave shall be concurrently available at the time of adoption to the parent not identified as primary care giver.
- Total period available to adopting parents is 52 weeks. The balance of the 52 weeks can be taken by either parent or both, but not taken concurrently.



SPECIAL FAMILY LEAVE

- Up to 5 days per year from their sick leave to provide care and support for a family member.
- This is a fixed entitlement and does not accumulate.
- Maximum 5 days in any 12 month period for sick leave / family leave purposes without requirement to produce a medical certificate.



Definition of a 'Family Member'

1. An immediate relative by blood, marriage, adoption, fostering, traditional kinship (including guardian, blood grandparent, foster grandparent, step grandparent and in-law relative)

or

2. A person who stands in a bona fide domestic or household relationship with the staff member, including situations in which there is implied some dependency or support role for the staff member.



CONVERSION TO PART-TIME EMPLOYMENT FOR THE CARE OF A CHILD

- Applies to all staff (except casuals) who work more than half time and are the primary care giver.
- Minimum hours – 50% fractional time.
- Maximum period – 10 years.
- Child or children would normally be under 18 years of age.



CONVERSION TO PART-TIME EMPLOYMENT FOR THE CARE OF FAMILY MEMBERS

You may apply to convert from full-time employment to part-time employment for the care of a family member for up to 12 months.

Family member is defined as being either:

1. An immediate relative by blood, marriage, adoption, fostering, traditional kinship (including guardian, blood grandparent, foster grandparent, step grandparent and in-law relative)
or
2. A person who stands in a bona fide domestic or household relationship with the staff member, including situations in which there is implied some dependency or support role for the staff member.

What are the main features of this option?

A flexible work arrangement is voluntary and must be negotiated with the Head of Department.

- The arrangement applies for an agreed period on a temporary or permanent basis;
- If you convert to part-time employment, leave entitlements accrue at the pro-rata rate and you and the University can agree to continue to pay respective superannuation contributions at the full-time rate;
- You will not be disadvantaged with respect to the full range of conditions and opportunities enjoyed by full-time staff members, except where specifically covered in the clause.



FLEXIBLE WORK ARRANGEMENTS

The University can offer you opportunities for a limited range of flexible work arrangements as follows:

- A fortnightly fraction, e.g. work half time on the basis of 2.5 days each week, or 3 days during 1 week and 2 days during the next week within a pay period.
- An annual fraction, e.g. be paid half time for the whole year but work 6 months full-time or 6 months off.
- A job-share arrangement.
- Any other flexible employment arrangement mutually agreed between you and the Head of Department (subject to the capacity of the University's business systems to deal with the arrangement).

You can also combine conversion to a pre-retirement contract with conversion to part-time employment. If you convert to part-time employment, leave entitlements accrue at the pro-rata rate and you and the University can agree to continue to pay respective superannuation contributions at the full-time rate.

- The fraction of time you are employed for may be the same fraction for the duration of the contract or may, by mutual agreement, reduce by fixed, nominated phases during the contract period;
- The period of the contract, the duties to be performed and the fraction must be agreed by all parties prior to conversion.



CONVERSION TO PART-TIME EMPLOYMENT

You can apply to your Area Manager to convert to part-time employment.

What are the main features of this option?

- You can apply for conversion to part-time employment on a temporary or permanent basis;
- If you convert to part-time employment leave entitlements accrue at the pro-rata rate and you and the University can agree to continue to pay respective superannuation contributions at the full-time rate;
- Conversion to part-time employment may only be granted at the discretion of the Area Manager;
- The duties to be performed should be agreed prior to conversion to part-time employment



LONG SERVICE LEAVE ENTITLEMENT MINIMUM PERIOD

If you are entitled to long service leave, you are now able to take an initial entitlement and any subsequent entitlement of not less than 5 working days at full pay.

However, if you would prefer, you can extend the 5 working days at full pay to 10 working days at half pay.



BREASTFEEDING / PARENTING ROOM

A Breastfeeding /Parenting room has been established at Level 1, 230 North Terrace.

Equipment in the room includes:

- Hydraulic change table
- Disposable paper covers for the change table
- Nappy disposal unit
- Antibacterial wipes dispenser
- Chair
- Hygienic (non-perfumed) soap dispenser
- Paper towel dispenser
- Refrigerator
- Bed (with new linen)



SALARY PACKAGING FOR CHILD CARE

- Child Care Centres
 - North Terrace
 - Waite
 - Roseworthy

Can be significant tax
savings