

INFORMATION SHEET – SPECIAL PAID PARENTAL LEAVE

Purpose

Special Paid Parental Leave (SPPL) is a discretionary type of paid parental leave that may be available to fixed term or continuing staff who become the primary carer of a child less than one (1) year of age.

To be eligible to apply for SPPL, the staff member must demonstrate a special case that supports payment of leave while they are the primary carer of a child under the age of one (1) year, in circumstances where they are not otherwise eligible for paid maternity or adoption leave.

Q1 What is the maximum entitlement to Special Paid Parental Leave?

The maximum entitlement is 26 weeks paid leave.

Q2 How does Special Paid Parental Leave differ from other types of Paid Parental Leave?

SPPL is a discretionary type of leave entitlement that is available to staff in special circumstances when they become the primary carer of a child under one (1) year of age and are ineligible for paid maternity or adoption leave.

Q3 Am I required to discuss my application with my supervisor?

Yes, you should discuss your application for SPPL with your supervisor and seek their in-principle support. You will be required to obtain the recommendation of your supervisor to support your application.

Q4 How do I apply for SPPL?

To apply, you will need to complete the [Special Paid Parental Leave form](#) providing sufficient detail, and/or evidence for the Head of School/Branch Head to fully understand and be able to assess the circumstance which gives rise to you being the primary carer of the child.

Q5 Who approves SPPL?

The Executive Director Human Resources will consider the recommendation of the Executive Dean/Area Manager prior to making a decision on the SPPL application. Approval of SPPL is at the discretion of the University.

Q6 How long do I need to have worked for the University to be eligible for SPPL?

You are entitled to the full entitlement of 26 weeks if you have worked in a fixed term or continuing capacity for the University for a continuous period of 12 months or more. Your work will not be continuous if there has been a break in engagement of 8 weeks or more.

If you have not been employed by the University for 12 months or more, you may be eligible for SPPL on a pro-rata basis. Refer to the [Pro-Rata Paid Parental Leave Procedure](#).

Q8 If I am granted Special Paid Parental Leave, can my partner (who also works at the University) take Shared Paid Parental Leave?

No. Shared partner leave only applies where one staff member of the employee couple is eligible for paid maternity or adoption leave.

Q9 After my Special Paid Parental Leave ends can I come back to work on a reduced fraction?

You can apply to your supervisor to return to work on a reduced fraction. You should provide a minimum of 3 months' notice if you wish to return on a Voluntary Flexible Work Arrangement. This will enable your supervisor to consider your request, and where approved, take the necessary steps to accommodate your request.

Q10 Can my partner take concurrent partner leave while I am on SPPL?

If your partner works at the University, they may be eligible for concurrent leave while you are on SPPL. Concurrent Partner Leave allows for up to 10 days of paid leave and up to 6 weeks of unpaid leave taken concurrently with the primary carer's leave. Concurrent Partner Leave is applied for on the Parental Leave form and is subject to approval of the SPPL.

Q12 What happens if my contract comes to an end during the period of approved SPPL?

If your contract ends, so will your entitlement to SPPL. If your contract is renewed during the approved period of SPPL your payments will be continued.

Q13 What circumstances may warrant the granting of Special Paid Parental Leave?

The following is not designed to be an exhaustive list of all the circumstances, but may provide guidance as to the types of circumstances that may warrant consideration for SPPL.

- The original primary carer of a child under the age of one (1) year is deceased or seriously ill and unable to provide care; or
- A foster parenting arrangement, for a child under the age of one (1) year; or
- Emergency or respite care for a child who is under the age of one (1) year; or
- A child under the age of one (1) year, or their sibling is very ill and/or has very special needs, such that the staff member as primary carer stays at the hospital/home with the child who is under one year, while the other parent looks after other child/children.
- A parent in a same sex surrogacy arrangement where neither partner is eligible for parental leave
- The normal primary caregiver of the child is called away on an overseas assignment or emergency relief assignment and is unable to perform their duties as primary caregiver.

Q14 What evidence do I need to support an application for SPPL?

In order to have an application for SPPL considered, you will be required to provide sufficient evidence to satisfy the Head of School/Branch Head that your circumstances are special and evidence of the circumstances supporting your caring responsibilities, including for example:

- A birth certificate for the child
- Medical certificates and/or declaration/letter from a medical practitioner
- Death certificate
- Letter / declaration / documentation from the Foster Care agency or respite care agency
- Contract of surrogacy
- Statutory declaration
- Letter from employer/relief agency

Q15 From whom may I obtain additional information/advice?

If you require further information, or wish to clarify the type of information you need to provide, contact your [HR Advisor](#).

Workforce Management Handbook	Special Paid Parental Leave - Information Sheet	Effective Date:		Version 1
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