

## Parental Leave – Managers Checklist

This checklist provides managers with information to help support staff taking parental leave and their return to work.

This checklist will provide guidance to managers when considering workloads, resources, and team expectations, important in creating a supportive inclusive team culture.

PRIOR TO STAFF COMMENCING LEAVE	
Familiarise yourself with the University of Adelaide’s Parental Leave provisions in the <a href="#">Enterprise Agreement</a> (Clause 4.5, page 45)	<input type="checkbox"/>
<p>Familiarise yourself and direct your staff to the following source of information:</p> <p><a href="#">Parents at Work</a></p> <p><b>Information available includes:</b></p> <ul style="list-style-type: none"> <li>• Flexible Working Arrangements</li> <li>• Paid Parental Leave Scheme / Pro-rata Parental Leave               <ul style="list-style-type: none"> <li>• Application Forms</li> <li>• Parental Leave Calculator</li> <li>• Paid Parental Fact Sheet</li> </ul> </li> <li>• Pregnancy and Parking</li> <li>• Government Paid Parental Leave</li> <li>• Keeping in Touch and Preparing for return to work</li> <li>• Employee Assistance Program (EAP)</li> <li>• A range of Services and Support available once returning to the workplace</li> </ul> <p><a href="#">Enterprise Agreement</a></p> <p style="padding-left: 40px;">4.15 Voluntary Flexible Work Arrangements: Overview - Page 60</p> <p style="padding-left: 40px;">4.5 Parental Leave – Page 45</p>	<input type="checkbox"/>
If a staff member has been employed at the University on a fixed term or continuing basis for less than 12 months, they may access paid parental leave on a pro-rata basis in accordance with the <a href="#">Pro-Rata Paid Parental Leave Procedure</a> .	<input type="checkbox"/>
After the staff member has notified you of their intention to take Parental Leave, advise them they need to complete and submit a <a href="#">Parental Leave Application Form</a> as soon as possible, and no later than 10 weeks prior to the date they intend to start leave.	<input type="checkbox"/>
Parental leave should commence within the 6 weeks leading up to the expected date of birth. If a staff member plans to work within 2 weeks prior to the expected date of birth, the staff member must provide a medical certificate of fitness for work from a registered medical practitioner or certified mid-wife.	<input type="checkbox"/>

In the time leading up to the expected date of birth, discuss with the staff member any additional requirements or special arrangements they may require prior to commencing parental leave. E.g. medical and prenatal appointments, rest breaks, changes to schedules or workload.	<input type="checkbox"/>
Organise a time to meet with the staff member and together discuss how their workload may be managed during their absence. Planning the handover together is highly beneficial to the staff member and the team.	<input type="checkbox"/>
<p>“<b>Keeping in touch</b>” may help a staff member continue to engage with the University during their absence, and make it easier when they are due to return to work.</p> <p>Each staff member will be different as to how they might like to keep in-touch and the communication channel they prefer. Some staff members may also request no communication during their time on leave.</p> <p>Discuss “keeping in touch” options with the staff member during their leave. This could be:</p> <ul style="list-style-type: none"> <li>▪ A monthly phone call/email</li> <li>▪ Quarterly work updates</li> <li>▪ Invitations to social events and visits</li> <li>▪ No contact</li> <li>▪ Be prepared to discuss other ideas</li> </ul>	<input type="checkbox"/>
Meet with the staff member to specifically discuss their leave plans and arrange a conversation before they start leave.	<input type="checkbox"/>
<b>DURING PERIOD OF LEAVE</b>	
Consider contact with the staff member while they are on leave about any significant changes in the workplace which impact them. For example, there is a requirement to inform and consult with a staff member about a restructure which is likely to affect them while they are on parental leave.	<input type="checkbox"/>
Contact the staff member at least 3 months prior to their planned return date, to confirm their intended date of return. Discuss any changes to the team and/or previously agreed work arrangements, including voluntary flexible work arrangements (VFWA).	<input type="checkbox"/>
A medical certificate will be required if the staff member plans to return to work within the first 8 weeks after the birth.	<input type="checkbox"/>
Consider flexible working arrangement applications (requested through your HR Advisor) to manage any changes to the staff member’s working arrangements and accommodate their flexible return to work.	<input type="checkbox"/>
Prepare for an appropriate re-induction programme as required.	<input type="checkbox"/>
<p>Assess the suitability of current office arrangements for the staff member returning to work.</p> <ul style="list-style-type: none"> <li>• Available and accessible parenting room.</li> <li>• Ensure that there is suitable access and adequate facilities to express and store milk if required.</li> <li>• Work station location and set up.</li> </ul>	<input type="checkbox"/>

Consider any additional support that the returning staff member may need.	<input type="checkbox"/>
<b>RETURN TO WORK</b>	
Organising a morning tea or lunch for the team is a good way to welcome someone back into the team.	<input type="checkbox"/>
On the day of their return, introduce the staff member to any new staff in the area.	<input type="checkbox"/>
Discuss with the staff member any changes that might have occurred in the team/unit while they were away (new process/system).	<input type="checkbox"/>
Administer re-induction programme if required.	<input type="checkbox"/>
Allow the staff member some time to settle back into their role, checking in regularly.	<input type="checkbox"/>
Discuss and agree PDR objectives.	<input type="checkbox"/>
Book regular meetings to check in with the staff member about their return to work. Discuss workload, facilities, desk set up, team dynamic, challenges, flexible working options/changes, appointments.	<input type="checkbox"/>
Consider providing the staff member with the option to connect with other colleagues that you know have recently returned from Parental Leave.	<input type="checkbox"/>