



MONASH
University

A GUIDE FOR **EXPECTANT AND NEW PARENTS**

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We are committed to supporting staff with family responsibilities.

We recognise that becoming a parent is a significant life event and we understand that your transition to parenthood requires planning and preparation.

If you are expecting a child, including through adoption, surrogacy or a permanent care order, our family-friendly policies offer a range of ways to support you.

This resource is designed to explain the benefits available to you and guide you through the relevant policies, procedures and support structures that we have in place for expectant and new parents at Monash University.



PREGNANCY AT WORK

We support women who continue to work while pregnant or trying to become pregnant. We are committed to providing you with a healthy and safe environment for work and study as well as a workplace free of discrimination on the basis of pregnancy or potential pregnancy.

Health and wellbeing

Managing your health and wellbeing throughout pregnancy and after is important. We recognise that if you are pregnant or breastfeeding, additional precautions may be required in addition to normal safe work procedures and practices.

Our OHS Nursing Consultants and Occupational Health Physician offer free confidential advice and support. They will work with you to assess the nature of your work and the risks involved, provide information about your areas of concern and help you to continue working safely during and after pregnancy.

Minimising risk

If you are considering pregnancy, are pregnant or breastfeeding, please consider:

- Exposure to chemicals
- Exposure to ionising and non-ionising radiation
- Exposure to biological hazards
- Working with animals
- Relevant immunisations you may need
- Manual handling, repetitive lifting or prolonged standing

To minimise any risks to your pregnancy, please notify your supervisor, Safety Officer, Bio-Safety Officer, or Radiation Safety Officer as soon as possible about your pregnancy. This will help them as they assess appropriate modifications to your work environment.

Please note: You can request that information regarding your pregnancy remain confidential.

“Your health and wellbeing is important to us and we look forward to supporting you in the workplace at this exciting time.”

Jennifer Dordevic,
OHS Nurse Consultant.

PRE-NATAL LEAVE / APPOINTMENTS

Your paid pre-natal leave entitlements

If you or your partner are pregnant, you can apply for paid pre-natal leave to attend regular visits to the doctor or midwife in preparation for the birth of your child.

Pre-natal leave is not deducted from annual or sick leave. Where approved, there is no limit on the amount you can take, provided the leave is supported by medical certificates or other relevant supplementary evidence.

This entitlement applies to all fixed-term and continuing staff.

How do I apply for paid pre-natal leave?

You can apply for pre-natal leave online via ESS but we ask that you give your supervisor at least seven days' notice.

More information

For a range of entitlements please visit Leave and Wellbeing at monash.edu/policy-bank/workplace-policy



HOW DO I APPLY FOR PARENTAL LEAVE?

1. Discuss your plans with your supervisor.
2. Seek advice from Access HR or your HR Business Partner.
3. Complete the relevant leave application and submit this to your *Supervisor* and *Head of School/Department* or *Director* for approval and any supporting documentation at least four weeks before the start date of your leave.
4. Once signed by your Head of Unit, submit the authorised application form to **hr@monash.edu**.
5. If you are entitled to the 60% pay component of parental leave, as a condition of payment you must also complete the 'Return to Work Agreement' form and submit to **hr@monash.edu**.

Please note: Applications for parental leave must be accompanied by relevant supporting documentation as specified in the Parental Leave Procedure.

COMMENCEMENT OF PARENTAL LEAVE

Commencement period

- for birth mothers, no earlier than six weeks prior to the expected date of delivery, unless medical evidence recommends otherwise.
- for adoption or surrogacy arrangements, on the date of placement of your child.
- for primary care orders, from the date of taking on primary care parental responsibilities under the order.
- no earlier than one week prior to the expected date of delivery in the case of spouse/domestic partner birth leave.

Safe to work

With at least seven days' notice, a supervisor may request medical evidence from a pregnant staff member prior to the commencement of parental leave to determine if they are safe to work and

- if the staff member fails to provide medical evidence; or
- if the provided medical evidence indicates the staff member is not safe to work

may direct that the staff member commences parental leave early at any time within six weeks prior to the expected date of delivery.

Monash offers a range of paid and unpaid leave provisions to assist staff in the transition to parenthood.

Parental leave entitlements for birth mothers and those receiving a child via adoption, a surrogacy arrangement or a permanent care order

LENGTH OF CONTINUOUS SERVICE (FIXED-TERM OR CONTINUING)	ENTITLEMENT
24 months or more	<div><div>✓</div>14 weeks at 100% pay*; and</div> <div><div>✓</div>38 weeks at 60% pay* taken as paid leave.</div> <div><div>✓</div>A further period of up to 12 months' unpaid parental leave to commence immediately following the conclusion of the initial period of 52 weeks' parental leave, subject to university approval.</div>
12–24 months	<div><div>✓</div>14 weeks at 100% pay*;</div> <div><div>✓</div>Leave at 60% pay* at the rate of 3.16 weeks for each completed month of service after the first 12 months; and</div> <div><div>✓</div>Unpaid leave for remainder of 52 weeks.</div> <div><div>✓</div>A further period of up to 12 months' unpaid parental leave to commence immediately following the conclusion of the initial period of 52 weeks' parental leave, subject to university approval.</div>
Less than 12 months	<div><div>✓</div>Leave at 100% pay* at the rate of 1.16 weeks for each completed month of service; and</div> <div><div>✓</div>Unpaid leave for remainder of 52 weeks.</div> <div><div>✓</div>Eligibility under the Act or clauses 43.6 or 43.12 of the EA is on the basis of 12 months of completed continuous service.</div>

*Pay is your ordinary rate of pay calculated on the base annual salary payable and no more than the ordinary rate payable at HEW level 10 or Level E according to Schedule 1 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2019. Provided that pay for maternity or adoption leave at 100% pay for staff on performance-based contracts (PBCs) is the ordinary rate of pay calculated on the base annual salary payable to the staff member under their PBC.

Parental Leave Calculator

You can use the **Parental leave calculator** for an initial estimate of the amount of paid parental leave you may be entitled to. Contact **Access HR** for an accurate calculation.

Cessation of pregnancy

In the unfortunate circumstance your pregnancy terminates or results in a still birth, your supervisor and Monash HR will work with you to provide support as appropriate and to ensure that your return to work is safe and at an appropriate time. If your pregnancy terminates or results in a still birth after at least 20 weeks, you will be eligible for paid and/or unpaid leave. For eligibility see Leave and Wellbeing at **monash.edu/policy-bank/workplace-policy**.

Parental leave entitlements for casual and sessional staff

Staff members engaged as long-term casuals are entitled to 12 months' unpaid parental leave and and may apply for a further period of up to 12 months' unpaid parental leave.

Parental leave entitlements for partners

Where your partner is expecting a child, the following leave may be available to you.

PARENTAL LEAVE TYPE	ELIGIBILITY	ENTITLEMENT	DESCRIPTION
Spouse/domestic partner birth leave	No minimum service requirement	5 days' paid leave; and 10 days' unpaid leave (pro rata for fractional staff)	Leave to assist the birth mother immediately before and after the birth. This leave must be taken within one week prior to the expected date of birth and conclude no later than 6 weeks after the birth.
Primary caregiver leave (paid)	In continuing employment with 12 months' continuous service or greater	Up to 40 days paid leave where you are the ongoing primary caregiver of child (pro rata for fractional staff)	Where you are the primary caregiver, up to 40 days (pro rata for fractional staff) of paid leave at the ordinary rate of pay leave is available for eligible staff. For eligibility see Leave and Wellbeing at monash.edu/policy-bank/workplace-policy
Primary caregiver leave (unpaid)	12 months continuous service or greater	Unpaid leave for up to 12 months where ongoing primary caregiver of child.	Leave for you to be the primary caregiver of the child born to or adopted by your partner. Leave must be taken as a continuous period within no more than 24 months from the date of birth or adoption, as applicable.
	Less than 12 months continuous service months	Unpaid leave for up to 52 weeks where ongoing primary caregiver of child, less any other period of paid spouse/domestic partner leave already taken.	Leave for you to be the primary caregiver of the child born to or adopted by your partner. Leave must be taken as a continuous period of up to 52 weeks from the date of delivery (less any other period of spouse/domestic partner leave already taken).



ACCRUAL AND EXTENSION OF LEAVE

Do I accrue annual leave?

During the first 26 weeks of your paid and/or unpaid parental leave, annual leave will accrue as normal. After that period, leave will not accrue for the remainder of the period of parental leave.

Can I extend my parental leave?

In certain circumstances, you are able to seek an extension to your parental leave.

You can request an extension of up to 12 months' unpaid parental leave by completing the '*Extension of Parental Leave Request*' form. The form must be submitted to your designated HR Business Partner at least four weeks prior to the nominated return date from parental leave.

Requests for an extension of parental leave will be seriously considered however may be refused on reasonable business grounds.

STAYING IN TOUCH

Maintaining communication and contact

Some people experience a sense of isolation during periods of parental leave, so we encourage you to stay in touch with your supervisor and co-workers. Here are some suggestions about how you can maintain contact and stay up-to-date regarding changes at Monash:

1. Discuss with your supervisor your preferences as to whether and how you would like to be contacted while on parental leave (other than when the University is obliged to contact you by law)
2. Ask that your email address is kept on your work unit's email network, so that you receive relevant work-based information
3. Ask that information about faculty/division updates, operational plans or any major procedural or structural changes proposed or taking place in the workplace are forwarded to you
4. Drop by for social events, for example, farewells, birthday lunches or end of year functions
5. Retain professional memberships to maintain your skills and knowledge

You may wish to discuss and agree to other options about maintaining communication and contact during leave with your supervisor.

Keeping in touch days

While on **unpaid** parental leave, you can agree to undertake duties or perform work approved by your supervisor on a 'keeping in touch day'. This is for the purpose of facilitating your return to work after parental leave.

Up to 10 'keeping in touch days' can be worked. Remuneration will be organised by your supervisor, who will advise HR Payroll via email of the days/hours worked.

Please note: 'Keeping in touch days' do not break the continuity of the period of your unpaid parental leave and therefore do not alter the end date of your unpaid parental leave.

“

While I was on parental leave, my manager kept me informed of relevant changes taking place within my team as well as including me on invitations to social events. This helped maintain my connection to the team and meant my return to work wasn't full of surprises.”

Anthea Hall, Senior Advisor, Academic Performance (Promotion).

RESUMING YOUR EMPLOYMENT

At the end of a period of parental leave, you are entitled to resume work on the same substantive classification, fraction of employment and salary and with commensurate duties as applied prior to the commencement of your parental leave.

If you have taken parental leave at 60% pay you are obliged to return to work as outlined in the Return to Work Agreement.

Confirming your return date

If you return to work before exhausting the 60% pay component of your parental leave entitlement and you have entered into a Return to Work Agreement you will receive payment in lieu of the 60% paid parental leave you would otherwise have received. This will be paid as a lump sum. Please note, Superannuation is not paid on the lump sum payment.

If you are returning to your substantive role, with no request for a flexible working arrangement, and no changes to your working year arrangement or fraction, you should confirm in writing (via letter or email) your return date with your supervisor at least four weeks before your intended return date.

Supporting your return to work

We offer a range of programs to assist parents in their return from leave and facilitate networking opportunities with other colleagues who are parents.

To find out more visit monash.edu/gender-equity/parents

Counselling

We recognise that returning to work after a period of parental leave signifies an important transition in terms of managing potentially shifting work and family expectations. We provide access to a range of confidential counselling and support services. On-campus appointments are available at some locations. Additionally, all staff and their immediate families have access to external professional counselling free of charge through our Employee Assistance Program.

To make an appointment call 1300 360 364 (8am – 5pm weekdays; emergency 24/7) or visit monash.edu/health/counselling to find out more.



FLEXIBLE WORK OPTIONS

Consider your options

We recognise that returning to work after parental leave can be a difficult transition in terms of managing work and family commitments.

If you identify a need for greater balance between your work and personal priorities, you can apply for flexible work options that will assist you in your transition to work and improve your work life balance:

- working part-time
- amending start and finish times
- working agreed hours over fewer/more days

It is important to also examine how these options may impact on your:

- salary
- entitlements (long service leave, superannuation)
- overall job satisfaction

More information

For flexible work policies please visit Employment Conditions at: monash.edu/policy-bank/workplace-policy

Who can apply for flexible parental working arrangements?

If you:

- have a continuing or fixed-term contract or be a long-term casual
- you are a parent or have the responsibility for the care of a child who is of school age or younger
- have completed at least 12 months' continuous service with the University immediately prior to making this request, you may request
 - a reduced working year arrangement; or
 - a reduced fraction for a specified period; or
 - any other flexible working arrangement.

How do I apply?

Complete a '*Flexible Work Request*' and submit it to your HR Business Partner **at least six weeks** prior to your return to work date, as the request is subject to approval.

All requests will be considered but may be refused on reasonable business grounds.

You are responsible for keeping your supervisor up-to-date with any changes in your return to work plan.

“

The range of flexible work options available to me supported the integration of my academic career aspirations with the time I wanted to care for my young family. For me, the ability to work flexibly has been a vital element to my research success at Monash.”

Caroline Gurvich
Research Fellow; Clinical Neuropsychologist,
Monash Alfred Psychiatry Research Centre

CHILD CARE AT MONASH

Finding the right childcare for your child that meets the needs of your family situation can take time. Make sure to start this process early.

The University's childcare centres are in high demand, especially for children under the age of two. We strongly encourage expectant parents to place their name on the waiting list early in pregnancy.

While places may occasionally become available throughout the year, the main intake is in January.

Organise a tour of the facilities and seek further information on the centres' websites.

Monash Children's Centre

Address: 62 Beddoe Ave, Clayton

Monash Community Family Cooperative (MCFCO)

Address: 56 Howleys Road, Notting Hill

Monash Caulfield Childcare Centre (MCCC)

Address: 22-24 Derby Rd, Caulfield East

Windermere Early Learning

Address: 1A Holmes St, Frankston

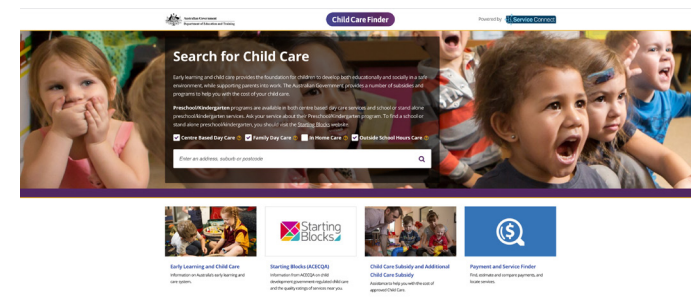
monash.edu/childcare

CHILD CARE IN YOUR LOCAL AREA

You may prefer to find a suitable childcare service close to your home. The Australian Government website **www.childcarefinder.gov.au** offers helpful information about different types of child care and early learning centres.

The childcarefinder.gov.au website is Australia's online child care portal, which allows you to search a database to find child care centres in your local area.

In many cases, you can find the services' vacancy and fee information.





“My children attended a Monash child are centre. When I reached the annual government child care subsidy cap, I was able to apply for my child care fees to be salary packaged. This was a beneficial saving as our childcare fees were deducted from my pre-tax salary and paid directly to the childcare centre.”

Emily England, Senior Workforce Policy Adviser, Monash HR

CHILD CARE FEES OPTIONS

Child Care Package

The Australian Government Childcare Package includes a Child Care Subsidy. This subsidy is paid directly to services*.

How does it work?

Three things will determine a family's level of Child Care Subsidy:

1. Combined family income

Your family's annual adjusted taxable income will determine the percentage of subsidy you are eligible for

2. Activity level of parents

An activity test will determine how many hours of subsidised care you can access, up to a maximum of 100 per fortnight

3. Type of child care service

The type of child care service you are using will determine the hourly rate cap.

To find out more, and to estimate what your child care subsidy might be, visit www.education.gov.au/childcare

Salary packaging childcare fees

Fees payable for the use of child care services at Monash related child care centres may be salary packaged.

How does it work?

We will deduct the cost of the child care fees from your gross salary in equal fortnightly amounts and allocate the cost directly to the relevant child care centre. You can request this by completing the 'Salary packaging - child care fees' online form.

When is it beneficial to salary package childcare fees?

Our salary packaging arrangement becomes beneficial if you reach the annual limit of the Australian Government Child Care Subsidy or are not eligible for it (i.e. due to residency status).

Please note: You are not able to salary package child care fees at Monash and receive Australian Government Child Care Subsidy at the same time.

*Where child care services have Australian Government approval.

BREASTFEEDING

Breastfeeding and expressing

We support those who continue to breastfeed on their return from maternity leave. The key elements of support that we provide on return to work are:

1. Private Space

We provide suitable parenting rooms to breastfeed, express and store breast milk.

Dedicated parenting rooms are available on all Monash campuses and other workplace locations.

These rooms are lockable from the inside and typically include:

- Baby change tables
- Armchair for breastfeeding or expressing
- Microwave for heating food
- Nappy disposal bin
- Sanitary wipes
- Power point

Some facilities also have running water, and toddlers play area with toys.

2. Time

Monash provides reasonable flexibility for breastfeeding staff to take paid lactation breaks during work hours. These breaks to breastfeed or to express can be negotiated between the staff member and their supervisor.

3. Support

We pride ourselves in being a family-friendly workplace. Our Breastfeeding Procedure seeks to provide a breastfeeding supportive environment.

More information

Breastfeeding procedure:
monash.edu/policy-bank/workplace-policy/diversity-and-inclusion

PARENTING FACILITIES

Caulfield Campus

- Building S, Room 2.40
- Building K, Room K2-AM01

Clayton Campus

- 7 Ancora Imparo Way, Room 103
- 19 Ancora Imparo Way, Rooms G52 and 3-AM02
- 21 Chancellors Walk, Rooms G147B, G23a and G23b (Access via G23)
- 27 Chancellors Walk, Room G-AM01
- 23 College Walk, Room G-AM02
- 20 Exhibition Walk, Room LG15
- 9 Rainforest Walk, Room G06
- 17 Rainforest Walk, Room 259

Parkville Campus

Manning Building, Room 215

Peninsula Campus

Building A, Rooms A112 and A125

Mulgrave, 211 Wellington Road

211 Wellington Rd, Rooms G06 and 112

Notting Hill

321 Ferntree Gully Rd, Level 2, opposite Room 225

Alfred Centre

- 99 Commercial Road, Rm 6.310
- 553 St Kilda Rd, Room 103

Bairnsdale Regional Health Service

Victoria St, Monash Rural Health Building

In addition, some faculties and departments have their own parenting rooms. We encourage you to enquire locally.

For a full list of parenting facilities and details visit monash.edu/childcare

Mobile mother's kit

We understand that in some cases, the location of our parenting facilities may not meet your requirements to regularly express breast milk in privacy during working hours.

In discussion with your supervisor, a suitable space can be identified closer to your work area and fitted with items necessary to support you in breastfeeding/expressing.

The Mobile Mother's Kit has a number of available components including an armchair with footrest, bar fridge to store breast milk, privacy screen and a lockable cabinet to store items such as breast pumps.

We recommend that you advise your supervisor as early as possible to allow time for suitable arrangements to be made prior to your return to work.

To request the Mobile Mother's Kit, staff or supervisors should email gender-equity@monash.edu



PROGRAMS

Becoming a parent is a time of transition and transformation. We recognise the significance of this transition, the dual role parenting creates and the potential shift of priorities.

Our programs are designed to support staff in navigating the complex transitional time by exploring typical challenges, potential roadblocks and how to more successfully manage expectations of self, supervisors, colleagues and other stakeholders. The aim is to equip you with strategies to create a greater control over your day-to-day life and align your personal and professional life.

- The Parents' and Carers' Resilience Program
- Managing Transition from Parental Leave to Work
- Supporting New Fathers in the Workplace
- Parental Transition Coaching

monash.edu/gender-equity/parents

“I really enjoyed the session and it helps to know that what I am going through is not a unique experience.”

Participant, Supporting New Fathers in the Workplace session.

“What a fantastic opportunity to meet with other Monash parents and share our stories of the transition to parenthood”

Participant, Managing Transition from Parental Leave to Work.

“ I took Primary Caregiver Leave when little Ben was 7-8 months old and my wife was ready to return to work. Staying at home with Ben was great since it allowed us to strengthen our father-son bond, and it also meant that Ben wouldn't have to start childcare too early. It was a fantastic time, and I am grateful for this opportunity.”

Heiko Dietrich, School of Mathematics



SUPPORT

The University supports those whose partner is expecting or has a new child with a range of leave entitlements and other support mechanisms. Eligible staff can access pre-natal leave, spouse/domestic partner birth leave, primary caregiver leave and unpaid parental leave. See Parental Leave Entitlements page 8 for further information.

Supporting your partner during this time and adjusting to this change in your life can be challenging at times.

Monash staff and their immediate family members can access free confidential, professional counselling and support through the **Employee Assistance Program (EAP)**.

The Employee Assistance Program is an external (off-campus) professional, confidential counselling service available **free-of charge** to all Monash staff members.

Immediate family members can also access this service, which is provided by an independent organisation engaged by Monash.

What support can I seek?

Through the Employee Assistance Program you may seek assistance with a broad range of work and life issues including relationship difficulties or family problems, emotional stress, career issues, depression or anxiety, conflict, grief and loss, and addictions – just to name a few.

If you decide to access the Employee Assistance Program your details will not be passed on to anyone at Monash University.

How do I make an appointment?

To make an appointment call 1300 360 364 (8am – 5pm weekday; emergency 24/7) or visit monash.edu/health/counselling to find out more about the Employee Assistance Program.



THE ROLE OF THE SUPERVISOR

Supervisors play a critical role in supporting staff who are expecting or adopting a child and staff returning to work from parental leave.

Supervisors are encouraged to foster an inclusive workplace culture. Effective communication is the key to supporting a smooth transition back into the workplace.

The following best practice examples will be useful to staff and supervisors before and after their parental leave to support a good experience for all.

Prior to parental leave

1. Supervisors can familiarise themselves with parental leave entitlements, including leave for pre-natal appointments.
2. Contacting Monash HR early about arranging suitable cover for the position.
3. Discuss if and how staff would like to be informed of any major developments, updates, and operational plans while on their parental leave.

4. Discuss and agree to other options for maintaining communication and contact during their leave. Establish whether the staff member would like to be receiving invitations to various workplace social events such as Christmas parties or farewell lunches.

While on parental leave

- Support staff who wish to undertake professional development while on parental leave (but never require them to do so while on parental leave).
- Include staff on invitations to workplace social events or farewell lunches according to the agreement you made and respect if they are unable to attend.
- Encourage discussion regarding flexible working arrangements, including the choice of working days and hours and the option of working from home where possible. Have this conversation early as requests to work flexibly must be submitted at least six weeks prior to the staff member's return to work date. (Note: all requests must be seriously considered but may be refused on reasonable business grounds).



THE ROLE OF THE SUPERVISOR

Returning from parental leave

- Highlight to staff they are entitled to resume work on the same substantive classification, fraction of employment and salary and with commensurate duties as applied prior to the commencement of parental leave.
- Recognise that adapting to returning to work can be quite challenging. Discuss with staff how they would like to be supported during this transition period. Some of these challenges may only emerge after the first few weeks or months so check in with them periodically.
- Ensure that return to work positions are well-considered, designed and communicated with staff, and arrangements are regularly assessed and fine-tuned in line with agreed work unit key performance indicators.
- Adjust the staff member's workload in line with any revised fraction or flexible work arrangement.
- Some staff wish to increase their return to work hours after a period of time. It is useful to be able to review these arrangements.

Supporting Academic Staff

Academic work comprises research, teaching, leadership, and professional and community service.

Workload allocations to the key areas of academic activity may be adjusted and percentages varied to reflect the agreed changes in employment fraction or flexible arrangement.

Agree with staff to adjust their performance expectations according to their amended working hours.

- Assist academic staff in maintaining their research momentum over this period by discussing relevant strategies prior to, during and on return from parental leave. For example:
 - i) a supervisor may support an academic staff member to apply for a grant upon finding out they are pregnant so that people and resources can be put in place to work on the research during their period of parental leave;
 - ii) if feasible, a supervisor may arrange a teaching relief for staff returning to work to help restart their research.



“ I discussed with my supervisor an appropriate way to manage the transition into a part-time academic role. We decided to arrange reduced working hours for a limited period of time, until my youngest child commenced primary school. This helped me more successfully combine family and work commitments, finding the right balance before resuming full-time work.”

Melissa Petrakis, Department of Social Work



RELEVANT FORMS

- Parental Leave Application Form
- Extension of Parental Leave Request
- Return to Work Agreement
- Flexible Work Request
- Working from Home Request

intranet.monash/hr

CONTACT DETAILS

Access HR

Phone: +61 3 9902 0400
Email: hr@monash.edu
intranet.monash/hr/contact-us

Staff Equity & Diversity

Phone: +61 3 9902 0246
Email: gender-equity@monash.edu
monash.edu/gender-equity

Counselling

monash.edu/health/counselling

Occupational Health and Safety

Phone: +61 3 9905 1014
Email: ohshelpline@monash.edu
monash.edu/ohs