



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

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We are committed to supporting you to continue working while planning to become pregnant, during pregnancy or potential pregnancy to provide you with a healthy and safe environment for work and ensure a workplace free of discrimination based on your pregnancy or potential pregnancy.

### Health and wellbeing

Managing your health and wellbeing throughout the journey of pregnancy and during breastfeeding is important. We recognise that you may require additional precautions alongside normal safe work procedures and practices. To minimise any risks to your health, please inform your supervisor, Safety Officer, Biosafety Officer or Radiation Safety Officer about your situation as soon as you are ready or feel comfortable. This will help them make the workplace safe for you by assessing and implementing appropriate modifications to your work environment.

Our Occupational Health Nurse Consultant and Occupational Health Physician offer free confidential advice and support in cases when you are not comfortable informing your supervisor or relevant personnel. They will, where possible, act as a conduit to obtain relevant information to perform an assessment without revealing your planning, pregnancy or breastfeeding status.

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 the following potential hazards:

- 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  
Occupational Health Nurse Consultant



### PRENATAL LEAVE / APPOINTMENTS

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#### Your paid prenatal leave entitlements

We provide eligible staff with access to paid pre-natal leave to attend regular visits to the doctor or midwife in preparation for the arrival of their child.

Prenatal 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 prenatal leave?

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

For more information about prenatal leave, please refer to the *Prenatal and Parental Leave Procedure* available in the Policy Bank under Leave and Wellbeing: [monash.edu/policy-bank/workplace-policy/leave-and-wellbeing](https://monash.edu/policy-bank/workplace-policy/leave-and-wellbeing)



## HOW DO I APPLY FOR PARENTAL LEAVE?

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1. Discuss your plans with your supervisor as early as possible.
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**

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



## COMMENCEMENT OF PARENTAL LEAVE

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### Commencement period

- for birth parents, 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 partner 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.



## PARENTAL LEAVE ENTITLEMENTS

### Parental leave entitlements for birth parents 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	<ul style="list-style-type: none"> <li>✓ 14 weeks at 100% pay*; and</li> <li>✓ 38 weeks at 60% pay* taken as paid leave.</li> <li>✓ 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.</li> </ul>
12–24 months	<ul style="list-style-type: none"> <li>✓ 14 weeks at 100% pay*;</li> <li>✓ Leave at 60% pay* at the rate of 3.16 weeks for each completed month of service after the first 12 months; and</li> <li>✓ Unpaid leave for remainder of 52 weeks.</li> <li>✓ 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.</li> </ul>
Less than 12 months	<ul style="list-style-type: none"> <li>✓ Leave at 100% pay* at the rate of 1.16 weeks for each completed month of service; and</li> <li>✓ Unpaid leave for remainder of 52 weeks.</li> </ul>

"Pay" for the purposes of parental leave means the staff member's ordinary rate of pay, provided the maximum rate payable for parental leave purposes will be no more than the ordinary rate payable at HEW level 10 or Level E for professional staff and academic staff respectively as specified in Schedule 1 of the Monash University Enterprise Agreement (Academic and Professional Staff) 2024. Provided that pay for parental 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. The Parental leave calculator can be accessed through a link found in the Prenatal and Parental Leave Procedure.

## Cessation of pregnancy

In the unfortunate circumstance your pregnancy terminates or results in a stillbirth, 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 stillbirth after at least 20 weeks, you will be eligible for paid and/or unpaid leave.

For eligibility, please refer to the *Prenatal and Parental Leave Procedure* available in the Policy Bank under Leave and Wellbeing: [monash.edu/policy-bank/workplace-policy/leave-and-wellbeing](https://monash.edu/policy-bank/workplace-policy/leave-and-wellbeing)

## Parental leave entitlements for casual and sessional staff

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



## Paid Parental Leave

Partner leave is available to you if you have a partner who is or will be the parent of a child by birth, adoption, surrogacy or permanent care order. Options presented below vary based on your length of continuous service at Monash University Australia, at the time of commencing the partner leave.

LENGTH OF SERVICE	FIXED-TERM AND CONTINUING STAFF WITH 12 MONTHS' OR MORE OF CONTINUOUS SERVICE AT THE TIME OF COMMENCING THE LEAVE.	FIXED-TERM AND CONTINUING STAFF WITH LESS THAN 12 MONTHS' OF CONTINUOUS SERVICE AT THE TIME OF COMMENCING THE LEAVE.
Entitlement	12 weeks	5 days
Purpose	Sole or shared responsibility for the care of the child during the term of the partner leave.	To support your partner while pregnant and/or in caring for the child.
Timing	Must be utilised within the period <b>from 1 week prior to and 12 months</b> following the date of birth or the date of placement by adoption, surrogacy or permanent care order.	Must be utilised within the period from 1 <b>week prior to and 6 weeks</b> following the date of birth or the date of placement by adoption, surrogacy or permanent care order.
Flexibility	Leave may be taken in one or more blocks or pre-planned single day absences, subject to University approval. Please discuss your leave plans with your supervisors.  Leave may be taken concurrently with leave being taken by the partner (if any). This means the partner leave can be taken irrespective of whether your partner is also on leave at the same time.	

## How to apply for partner leave

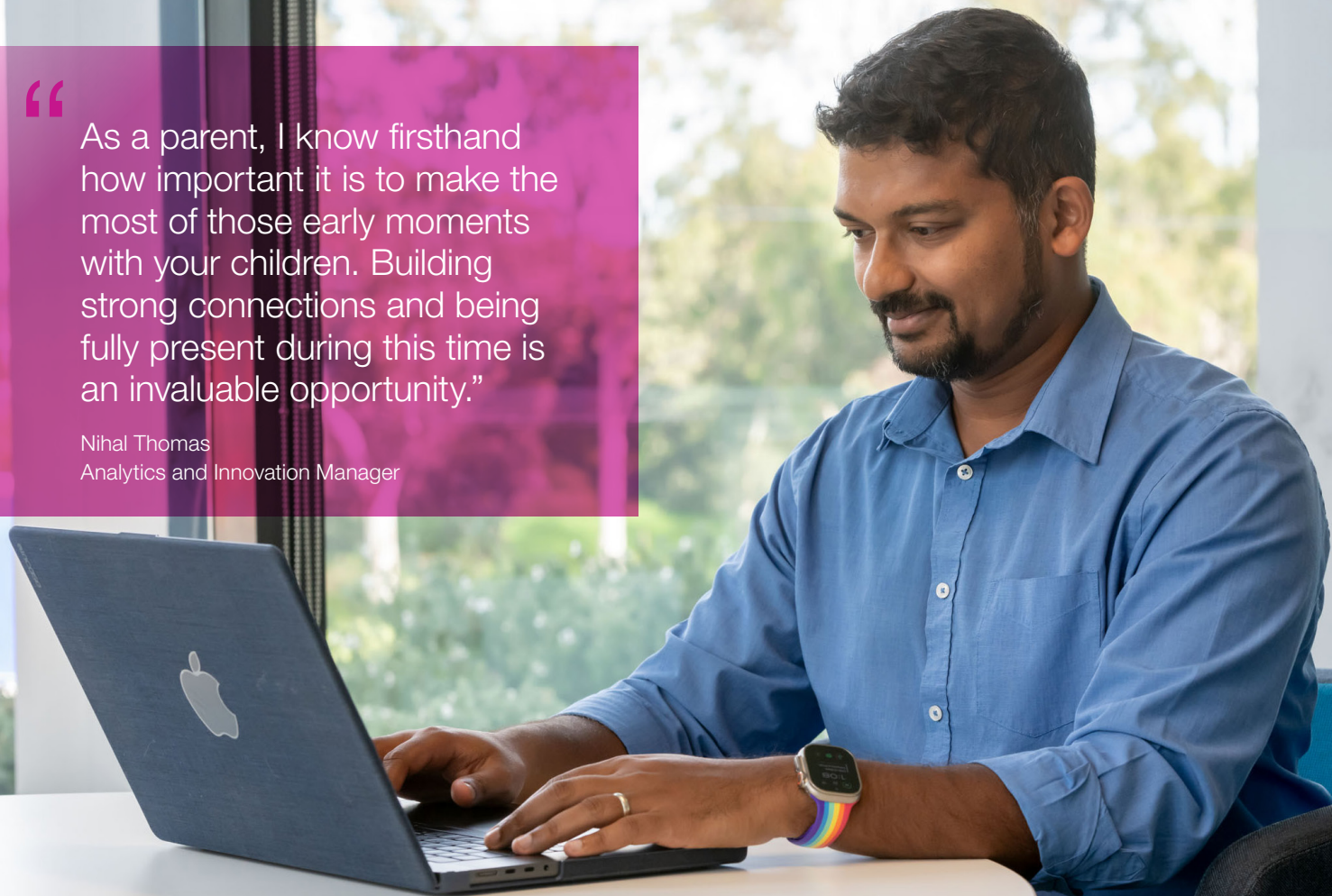
For information on how to apply for partner leave, please refer to the *Prenatal and Parental Leave Procedure* available in the Policy Bank under Leave and Wellbeing: [www.monash.edu/policy-bank/workplace-policy/leave-and-wellbeing](http://www.monash.edu/policy-bank/workplace-policy/leave-and-wellbeing).

Please discuss your leave plans with your supervisor. You are required to apply for partner leave, and specify dates when the leave will be taken, at least 4 weeks prior to commencing the leave, unless otherwise agreed with your supervisor and Head of Unit.

“

As a parent, I know firsthand how important it is to make the most of those early moments with your children. Building strong connections and being fully present during this time is an invaluable opportunity.”

Nihal Thomas  
Analytics and Innovation Manager



### ACCRUAL AND EXTENSION OF LEAVE

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#### Do I accrue annual leave?

During the first 26 weeks of your continuous paid and/or unpaid parental leave, and for any periods of paid partner leave, annual leave will accrue as normal.

#### 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

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#### Maintaining communication and contact

If you would like to stay in touch with your supervisor and colleagues while on parental leave, here are some suggestions for maintaining contact and staying up-to-date:

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.

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## 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.

A photograph of a woman with long dark hair, wearing a white lace top, smiling warmly while holding a young child in a white shirt. The background is softly blurred, suggesting an indoor setting with natural light. A semi-transparent blue box is overlaid on the right side of the image, containing text and a quote icon.

“Being on parental leave can sometimes be isolating. I appreciate how I was able to keep in touch with my team and the coming and goings of the workplace, including invitations to social events. This greatly helps with the transition back to work after parental leave.”

Carmen Ho  
HR Academic Performance Specialist

### RESUMING YOUR EMPLOYMENT

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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. For flexible work arrangements, refer to page 16.

#### 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](https://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 support services and confidential counselling. 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](https://monash.edu/health/counselling) to find out more.



## FLEXIBLE WORK OPTIONS

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### 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
- hybrid work

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

- 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](https://monash.edu/policy-bank/workplace-policy)

### Who can apply for flexible working arrangements?

If you:

- have a continuing or fixed-term contract or are 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.



“

My work area has offered me valuable flexibility to care for my young family. In particular, the option to work remotely and the flexible leave access, including parental leave, have allowed me to be more present for my children in these formative years of their development.”

Titus Phua  
Superannuation Officer

## CHILDCARE AT MONASH

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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 Child Care Centre (MCCC)**

Address: 20-24 Derby Rd, Caulfield East

### **KU Monash Children's Centre and Kindergarten**

Address: 1a Holmes St, Frankston

[monash.edu/childcare](https://monash.edu/childcare)

## CHILDCARE IN YOUR LOCAL AREA

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You may prefer to find a suitable child care service closer to your home. There are different types of child care options and it's a good idea to start looking them early, as many children's education and care services have waiting lists.

You can use the "**Find child care**" tool on the Starting Blocks website, allowing you to make comparisons and build a shortlist.







“

Monash child care centres provide excellent services and made me feel like part of a community of parents on campus.”

Emily England  
Workplace Relations Consultant

## CHILD CARE FEES OPTIONS

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### Child Care Subsidy

The Australian Government provides assistance to help you with the cost of child care in the form of a Child Care Subsidy.

#### How does it work?

There are a number of factors that determine the level of support the Federal Government provides. These include:

#### Combined family income

The Child Care Subsidy percentage you are entitled to depends on your family's income

#### 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

#### Type of child care service

The type of approved child care service you use will affect the amount that is subsidised by the government

#### The number of children in care

The amount subsidised by the Government may change depending upon the number of children you have in an approved child care service

#### More information

To find out more, and to estimate the amount your Child Care Subsidy might be, please visit:

[www.servicesaustralia.gov.au/child-care-subsidy](http://www.servicesaustralia.gov.au/child-care-subsidy)

## BREASTFEEDING

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### Breastfeeding and expressing

We support staff who continue to breastfeed through the provision of flexible working arrangements, paid lactation breaks and on-site parenting facilities. The key elements of support that we provide on return to work are:

#### 1. Private Space

We offer dedicated parenting rooms for breastfeeding, expressing, and general baby care at all our Australian 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](https://monash.edu/policy-bank/workplace-policy/diversity-and-inclusion)

## PARENTING FACILITIES

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### Caulfield Campus

- Building S, Room 2.40
- Building K, Room K2-AM01
- Building C, Level 2, Family Syndicate Room

### 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

### 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](https://monash.edu/childcare)

### Mobile Breastfeeding Support Kit

We understand that in some cases, the location of our parenting facilities may not necessarily 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 Breastfeeding Support 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 discuss your needs with your supervisor as early as possible to allow time for suitable arrangements to be made prior to your return to work.

Supervisors, or their nominees, can request any components of the Mobile Breastfeeding Support Kit by completing an online booking form available on [monash.edu/gender-equity/parents/breastfeeding](https://monash.edu/gender-equity/parents/breastfeeding)



## PROGRAMS

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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.

For information on programs designed for staff returning from parental leave, including sessions tailored for new fathers and partners, please visit [monash.edu/gender-equity/parents](https://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, session for fathers and partners.

“

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

Participant, session for staff returning from parental leave.



## SUPPORT

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The University supports staff whose partner is expecting a child, gives birth to or adopts a child or is the parent of a child by way of surrogacy or permanent care order. Eligible staff can access a range of entitlements and support mechanisms. Refer to page 10 for Partner leave.

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](https://monash.edu/health/counselling) to find out more about the Employee Assistance Program.



## THE ROLE OF THE SUPERVISOR

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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 prenatal 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.

### 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

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### 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.

For more information on workplace flexibility, visit [monash.edu/flex-at-monash](https://monash.edu/flex-at-monash)

“

When I returned from parental leave, I was supported with a gradual return to work and flexible working options. I also benefited from accessing the mobile breastfeeding support kit and paid lactation breaks in order to express. All of these things enabled me to successfully transition back to work whilst continuing to breastfeed and provide care to my daughter.”

Jessy Manousakis  
School of Psychological Sciences





## 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](https://intranet.monash/hr)



## CONTACT DETAILS

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### Access HR

Phone: +61 3 9902 0400

Email: [hr@monash.edu](mailto:hr@monash.edu)

[intranet.monash/hr/contact-us](http://intranet.monash/hr/contact-us)

### Staff Equity, Diversity and Inclusion

Phone: +61 3 9902 0246

Email: [gender-equity@monash.edu](mailto:gender-equity@monash.edu)

[monash.edu/gender-equity](http://monash.edu/gender-equity)

### Counselling

[monash.edu/health/counselling](http://monash.edu/health/counselling)

### Occupational Health and Safety

Phone: +61 3 9902 0222

Email: [ohshelpline@monash.edu](mailto:ohshelpline@monash.edu)

[monash.edu/ohs](http://monash.edu/ohs)