## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEFORE PARENTAL LEAVE</td>
<td>2</td>
</tr>
<tr>
<td>WHILE ON PARENTAL LEAVE</td>
<td>8</td>
</tr>
<tr>
<td>RETURNING TO WORK</td>
<td>10</td>
</tr>
<tr>
<td>CHILDCARE</td>
<td>16</td>
</tr>
<tr>
<td>SUPPORTING PARENTS AT WORK</td>
<td>20</td>
</tr>
<tr>
<td>INFORMATION FOR PARTNERS</td>
<td>25</td>
</tr>
<tr>
<td>HOW YOUR SUPERVISOR CAN HELP</td>
<td>28</td>
</tr>
<tr>
<td>RELEVANT FORMS</td>
<td>32</td>
</tr>
</tbody>
</table>
We are committed to supporting staff with family responsibilities. We are proud to be able to support new and expectant parents through such significant events in their lives.

We understand that your transition to parenthood requires planning and preparation and that bringing a new child home can lead to a change of priorities.

Whether you are expecting a baby or adopting one, whether you are the birth mother, partner or a spouse, our family friendly policies offer a range of ways to support your family responsibilities.

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.”

Helen Powell and Jennifer Dordevic, OHS Nurse Consultants.
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 personal 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
**PAID AND UNPAID MATERNITY (OR ADOPTION) LEAVE ENTITLEMENT GUIDE**

The period of paid leave is determined by your employment status and your length of continuous service at Monash University.

<table>
<thead>
<tr>
<th>DURATION</th>
<th>PAID MATERNITY (OR ADOPTION) LEAVE ENTITLEMENT</th>
<th>UNPAID LEAVE ENTITLEMENT</th>
</tr>
</thead>
</table>
| 24 months or more         | ✓ Leave for a continuous period of 52 weeks comprising 14 weeks leave at 100% pay*  
                           ✓ 38 weeks leave at 60% pay | You may request a further period of up to 52 weeks’ unpaid parental leave to commence immediately following the conclusion of the initial period of 52 weeks’ parental leave, subject to the University’s approval. |
| 12–24 months              | ✓ Leave for a continuous period of 52 weeks comprising 14 weeks leave at 100% pay*  
                           ✓ Leave at 60% pay at the rate of 3.16 weeks for each completed month of service after the first 12 months, plus unpaid leave for any remainder of the continuous 52-week period. | |
| Less than 12 months       | ✓ Leave at 100% pay at the rate of 1.16 weeks for each completed month of service* | Unpaid leave for the remainder of the continuous 52-week period after the birth of your child. |

* To conclude no later than 14 weeks following the date of delivery or placement of adopted child

**Maternity Leave Calculator**

This entitlement applies to all fixed-term and continuing staff. To estimate the amount of paid maternity (or adoption) leave you are entitled to, please use our Maternity/Adoption Leave Calculator available at monash.edu/gender-equity/parents/leave
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 an ‘Application for Maternity Leave’ or ‘Application for Adoption Leave’ form and submit it to your Head of Unit at least four weeks prior to the start of your parental 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 maternity or adoption leave, as a condition of payment you must also complete ‘Return to Work Agreement’ form and submit to hr@monash.edu

Please note: Application for maternity leave must be accompanied by a medical certificate confirming your pregnancy and the expected date of delivery. Application for Adoption leave must be accompanied by satisfactory evidence that you are an approved applicant for the adoption of a child, that you will be the primary caregiver of that child, and the date of placement.

COMMENCEMENT OF PARENTAL-LEAVE

Commencement period
- no earlier than six weeks prior to the expected date of delivery in the case of maternity leave, unless medical evidence recommends otherwise;
- on the date of placement of the adopted child in the case of adoption leave; and
- no earlier than one week prior to the expected date of delivery in the case of 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 maternity leave to determine 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 request that the staff member commences maternity leave early at any time within six weeks prior to the expected date of delivery.
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 up to 12 months’ unpaid parental leave by completing ‘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 paid parental leave at 60% pay or have been paid a return-to-work conversion option benefit, you are obliged to return to work as outlined in the Return-to-work Agreement you completed as a condition of payment of leave at 60% pay and/or a return-to-work conversion option. See page 14 for more information.*

**Confirming your return date**

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.

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**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](http://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 at 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 find out more visit [monash.edu/health/counselling](http://monash.edu/health/counselling)
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

Who can apply for flexible work?

If you:

- have an ongoing or fixed-term contract
- 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 Working Arrangements 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.

More information

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

RETURN-TO-WORK CONVERSION OPTIONS

If you intend to return to work before exhausting the 60% pay component of your parental leave entitlement, you can nominate how to access this remaining 60% pay component:

Example 1  Lump sum or fortnightly allowance
Example 2  Increase work fraction (top up your salary) while working part-time

To help you determine which option suits your financial situation best, we have described these two example options in further detail.

Return to Work Conversion Options are outlined in our Pre-natal and parental leave Procedure found online under Leave and Wellbeing at monash.edu/policy-bank/workplace-policy

ALTERNATIVES TO RECEIVING YOUR 60% PAID PARENTAL LEAVE

Example 1 – Lump sum or fortnightly allowance

You can choose to return to work and receive payment in lieu of the 60% paid parental leave you would otherwise have received.

You can choose to take this payment in one of two ways:

a) a single lump sum payment; or

b) fortnightly payments as if you were still on parental leave and receiving 60% of your ordinary pay for the number of weeks you are entitled to. (This is in addition to the salary that you are earning on your return to work)

Please note: Superannuation is not paid on the lump sum or fortnightly payments. This option is often used by academic staff to progress their research profile.
Example 2 – Top up your salary while working part-time

You may choose to return to work on a reduced fraction (subject to the agreement of the University) and top up your salary (up to 100% of pay) with the unexpired portion of your 60% parental leave entitlement, provided that you have already taken at least 26 weeks of paid parental leave and remain on a reduced fraction.

If you choose this option the end date of this must be within 52 weeks of the first day of your parental leave.

Please note: Superannuation is paid on the “top up” amount as long as the top up does not exceed your substantive fraction.
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 expecting 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

You may prefer to find a suitable childcare service close to your home. The Australian Government website [www.mychild.gov.au](http://www.mychild.gov.au) offers helpful information about different types of child care and early learning centres.

The mychild.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.

I have two children who attend a Monash child care centre 4 days a week. The centre is so nurturing and caring and my children are genuinely really happy there. 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 [1] includes a Child Care Subsidy. This subsidy is paid directly to services [2].

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.

[1] From 2 July 2018, the Child Care Subsidy replaces the two child care payments – Child Care Benefit and Rebate.
SUPPORTING PARENTS AT WORK

BREASTFEEDING

Breastfeeding and expressing

We support women who continue to breastfeed on their return from maternity leave. The key elements of support that breastfeeding mothers require on their 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, a refrigerator 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. In the Workforce Management Procedure – Work Life (Breastfeeding), the University seeks to provide a supportive environment to enable women to continue to breastfeed. Communication is key to building a supportive workplace culture.

More information

Breastfeeding in the Workplace procedure:
monash.edu/policy-bank/workplace-policy/diversity-and-inclusion
SUPPORTING PARENTS AT WORK

PARENTING FACILITIES

Caulfield Campus
Building S Level 2

Clayton Campus
Campus Centre Ground Floor, New Horizons Building Level 2, Learning & Teaching Building Ground Floor and Level 3

Parkville Campus
Building 403 Level 2

Peninsula Campus
Building A Level 1

Mulgrave, 211 Wellington Road
Ground Floor and Level 1

The Alfred Hospital
55 Commercial Road, Melbourne

Bairnsdale Regional Health Service
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’, available through Monash HR, contains an armchair with a footrest, a mini bar fridge to store breast milk 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 Work to Parental Leave
- 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 Mathematical Sciences
PARENTAL LEAVE OPTIONS FOR PARTNERS

The University supports staff whose partners are the birth or adoptive parents of children through paid leave entitlements and other support mechanisms.

Eligible staff are entitled to:

- **Pre-natal Leave**: to accompany their partner to medical appointments in preparation for the birth of your child
- **Partner Birth Leave**: 5 days paid and 10 days unpaid leave to assist before and after the birth of your child (pro-rata based on employment fraction)
- **Primary Caregiver Leave**: Up to 40 days of paid primary caregiver leave (pro-rata for fractional staff) if partners take on the primary caregiving responsibility of their child.
- **Unpaid parental leave**: up to 52 weeks of unpaid parental leave if partners take on the primary caregiving responsibility of their child

How do I apply?

**Pre-natal leave**: online via ESS but we ask that you give your supervisor at least seven days notice.

**Partner Birth Leave and Primary Caregiver Leave**: complete an ‘Application for Leave’ and submit to your supervisor and Head of Unit for approval at least 4 weeks prior to the commencement date of leave. The signed form will then be forwarded to hr@monash.edu

More information:
Parental and Pre-natal Leave procedure monash.edu/policy-bank/workplace-policy/leave-and-wellbeing
SUPPORT

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.

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.

If you decide to access the Employee Assistance Program your details will not be passed on to anyone at Monash University.
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 HR early about finding a maternity leave replacement can lessen the impact and provide for a good handover.
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).
HOW YOUR SUPERVISOR CAN HELP

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

Workload allocations to the three key areas of academic activity – research, education and service – are discussed and agreed at the time staff request a change in employment fraction or flexible work arrangement.

Agree with staff to adjust research performance expectations to reflect the agreed workload allocation and 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

- Apply for Maternity Leave
- Apply for Adoption Leave
- Apply for Leave (partners/spouses)
- Extension of Parental Leave Request
- Parental Leave Return to Work Agreement
- Flexible Working Arrangement Request
- Working from Home Application Form

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