PARENTAL LEAVE SUPPORT FUND (RESEARCH GRANT FUNDED STAFF) APPLICATION FORM

(P&C/PLSF-GF) **effective 05/2020**

Office use only:	
Date Received P&C	
Acknowledged	
Funded Granted	$
Funding MLRF	$
Funding MLSF	$

INSTRUCTIONS – Please read before completing this form

1   This form is to be used by supervisors to apply for financial support to cover the salary and on-costs of a staff member on paid Primary Carer or Adoption Leave, where the staff member is employed on an externally-funded research grant.

2   Financial support is provided on the basis of the substantive salary and on-costs payable to the staff member during the full period of paid maternity leave to which the staff member is entitled.

3   Approval of funding will be at the discretion of the Deputy Vice-Chancellor (Research).

4   Once completed, the form should be forwarded to the Director, People & Culture

5   Applications will be acknowledged and if successful, the College/Portfolio Finance Business Partner and Grants Office will be notified.

6   The relevant officer in Finance & Procurement Services will make the appropriate adjustment to College/Portfolio budgets on a quarterly basis.

7   To complete form electronically, simply tab from cell to cell.

SECTION 1 - DETAILS OF STAFF MEMBER PROCEEDING ON PARENTAL/ADOPTION LEAVE

Family Name		Given Name(s)	
College / Portfolio			
Division (if relevant)			
Classification		Payroll Number	
Primary Carer/Adoption Leave Booked	From:	To:	
Appointment fraction (prior to commencing leave)			%
Title of Research Grant and any other relevant information			
Account #1			
Account #2			

SECTION 2 - SIGNATURES

Digital Signature of Supervisor/Grant-holder	*Print Name*	*Date*
Digital Signature of Head of College / Portfolio (or delegate)	*Print Name*	*Date*

SECTION 3 - AUTHORISATION

Digital Signature of Deputy Vice-Chancellor (Research) (or delegate)	*Print Name*	*Date*