

Parental Leave Checklist - Staff

Flinders University is dedicated to supporting parents throughout their journey into parenthood and seamless transition back to work.

Whether you are expecting a baby, adopting, or are the birth parent, primary carer, or partner, this checklist is intended to provide practical support and guidance to assist with your preparations for, taking, and returning from leave.

If you have any questions or require further information, please contact your College/Portfolio [People and Culture Business Partnering team](#).

PREPARATION

Review Parental Leave and Parental and Support Guide

Reviewing the information in the Parental and Support Guide and accessing the Flinders Enterprise Agreement (Clause 33) prior to commencing parental leave will provide information, on eligibility and entitlement for the various leave and support options available before, during and after parental leave,

- **Parental and Support Guide**
- [Flinders Parental and Caring Webpage](#)
- [Leave Entitlements](#)
- [Flexible Employment](#)

Familiarise Yourself with Application Processes.

- Service One is used to request amend or extend parental leave
- Antenatal and Adoption Leave is booked through Workday.

Detailed infographics, FAQ's and information can be found [here](#) under parental leave.

Australian Government Parental Leave Pay Scheme

- Determine your eligibility by reviewing the [Department of Human Services Webpage](#)

Child Care

- Child Care Centres typically have long wait lists so if you are requiring care then putting your name down as soon as practicable at the centre of your choice is advisable.

Once you have advised your supervisor of your intention to access parental leave, your supervisor will schedule a time to discuss in more detail your planned commencement and return dates for parental leave.

Prior to this discussion it is beneficial to consider the following:

Leave:

- Commencement and return dates for Parental leave.
- Antenatal appointment arrangements.
- Adoption (pre-placement) appointments including interviews, workshops, court attendances or medical examinations.
- Annual or LSL.
- When you intend to submit your application for leave.

Workplace Adjustments and Support

- Any concerns you have around health and safety or required workplace adjustments.
- Any medical conditions associated with your pregnancy.
- Flexible work arrangements.

Transition to Handover

- Updates you may have in relation to key projects you are working on.
- Academic and Research staff – any student supervision, project milestones, or deadlines.
- Where notes for handover will be saved.

Keeping In Touch

- Discuss how much and what type of contact you would like to have with your supervisor and team.
- Use of 'keeping in touch days' if needed.
- Your preferred contact details.

Sharing News with Colleagues

- Discuss how and when the staff member would like their parental news shared to other Colleagues.

Expectations/Plans for Returning To Work

- Discuss what your plans are for returning to work – i.e., when you will return and at what proposed fraction.

Parental Leave Research Support Scheme

If you are an Academic Research staff member planning to apply for funding through this scheme to maintain research momentum and minimise career disruption, your application must be submitted by either April 30 or November 30 each year and discussed with your supervisor before submission.

GOING ON PARENTAL LEAVE

Before taking parental leave, several administrative tasks need to be completed. These tasks, along with other considerations, are detailed below.

Application for Parental leave

- Submit your application for parental leave at least 10 weeks prior to taking leave.
- Applications for applying, extending and amending parental leave are submitted through Service One.
- Detailed information including FAQ's and fact sheets can be accessed via the parental leave dropdown menu at the following [link](#).

Handover and Transition Plans

- Ensure that any transition and handover plans have been finalised and your supervisor is aware of where they are saved.
- Set up your out of office email and voicemail advising who to contact in your absence.
- Ensure your contact details in Workday have been updated or you have provided your supervisor with your preferred alternative contact details whilst on leave.

Superannuation

- Submit application to contribute employer and staff contributions for unpaid portion of leave (if you have chosen to do so).

RETURNING TO WORK

At approximately 6 weeks prior to your nominated date of return date, Flinders Employment Services Team will contact you to discuss if there are any changes to your return date or submitted work pattern/flexibility (if returning at a reduced FTE).

To ensure a smooth and supportive return to work, consider discussing the following points with your supervisor during your transition back.

Transition.

- Discuss any support you may require for lactation breaks to feed your baby or to express milk.
- Any training or support you may require to transition successfully from an extended period of parental leave.
- **Regular Check-ins**
- Your supervisor will schedule regular check-in conversations discuss work-load and well-being.
- Do not hesitate to contact your supervisor outside of these scheduled times if you have any urgent concerns.

Employee Assistance Program

- Adjusting to work with additional caregiving responsibilities can be challenging. If you need extra support, confidential assistance is available through our EAP program.