

Leave Application

Parental Leave

(including Maternity and Adoption)

Please note, a parental leave application can be submitted to the HR Service Centre at any time but will not be processed until close to the commencement date of the leave.

Employee Details

Employee Number	Name	Campus	Fraction
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty/Division/Office		School/Section/Centre	
<input type="text"/>		<input type="text"/>	
Does your partner also work at CSU? If so, please provide their name <input type="text"/>			

Part Time Staff Must Complete

Please specify roster for the fortnight commencing the Friday immediately after pay day.

	Fri	Sat	Sun	Mon	Tue	Wed	Thu		Fri	Sat	Sun	Mon	Tue	Wed	Thu
Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Leave Details

☐ I confirm that I have read the parental leave [fact sheet](#)

☐ **Maternity Leave (max 6 weeks at full pay)** From To Weeks
☐ Full Pay ☐ Half Pay Expected date of confinement (please attach medical certificate)

☐ **Primary Carer Leave (max 20 weeks at full pay)** From To Weeks
☐ Full Pay ☐ Half Pay Expected date of confinement (please attach statutory declaration if you are not the birth mother)

☐ **Annual Leave** From To Weeks

☐ **Long Service Leave** From To Weeks

☐ **Leave Without Pay** From To Weeks

Note: Leave without pay may affect service for the purposes of salary progression, probationary periods and final superannuation or death/disablement benefits.

Return to Work at Reduced Fraction - Only applies up to child's 2nd birthday

☐ **Reduced Fraction** From To Total Hrs/Wk

Additional Information (if applicable)

Superannuation Contact

Contact the Superannuation Officer on 02 6933 2272 or super@csu.edu.au for further details if required.

Superannuation Arrangements for **Leave at Half Pay**

UniSuper Members - Please indicate preferred option

- ☐ **Option 1** I will maintain my full membership by paying my contribution **and** the University's contribution for the period of leave.
- ☐ **Option 2** I will maintain my membership at 50%, in which case the period of half paid leave is treated as membership with a service fraction of 50%.

State Superannuation (SASS/SSS) Members

Please contact the Superannuation Officer on 02 6933 2272 or super@csu.edu.au to ensure that you are fully aware of your entitlements and responsibilities in relation to superannuation during your period of leave at half pay.

Superannuation Arrangements for **Leave Without Pay**

UniSuper Members - Please indicate preferred option

- ☐ **Option 1** I will maintain my full membership by paying my contribution **and** the University's contribution for the period of leave.
- ☐ **Option 2** I will suspend my membership by making no contributions, in which case the period of leave without pay is treated as membership with a service fraction of zero.

State Superannuation (SASS/SSS) Members

Please contact the Superannuation Officer on 02 6933 2272 or super@csu.edu.au to ensure that you are fully aware of your entitlements and responsibilities in relation to superannuation during your period of leave without pay.

Signature and Authorisation

Employee

Name

Signature

Date

If the above named employee is due to still be on probation when the maternity leave commences, I will speak with a member of the HR Liaison Team about available options.

Supervisor

Name

Signature

Date

Band 6
[Who is this?](#)

Name

Signature

Date

HR Use Only

- ☐ Documentation ☐ Average Service Fraction calculated for prior 12 month period ☐ FC039 - Check Allowances
- ☐ Leave (Incl. HPLA for half pay) ☐ Letter Sent to Employee ☐ Copy to Super Processed By:
- ☐ Change of Fraction added to Contract Expiries Database ☐ HPE'd
- ☐ FC789 - Probation Status - Deferral required? New Code/Date