



Centre for  
Social Justice and  
Inclusion



# Support for Parents at UTS

A guide for UTS  
staff who are  
parents or carers  
of children



Support for Parents at UTS – A guide for UTS  
staff who are parents or carers of children



# Contents

4	Introduction
6	Before your baby arrives – (pregnancy and pre-adoption)
8	When your baby arrives – parental leave
14	While you are on parental leave
16	Returning to UTS
18	Ongoing support for parents and carers
22	Career development and promotion
24	Support and resources

As a Workplace Gender Equality Agency (WGEA) employer of choice for over 15 years and as part of the first cohort of Australian universities to successfully attain the SAGE Athena Swan Bronze award, UTS has an ongoing commitment to best practice in gender equity. This includes ensuring initiatives are in place to support our staff who are parents and carers of children.

## Acknowledgement of Country

UTS acknowledges the Gadigal People of the Eora Nation and the Boorooberongal People of the Dharug Nation upon whose ancestral lands our campuses stand. We would also like to pay respect to the Elders both past and present, acknowledging them as the traditional custodians of knowledge for these Lands.



# Introduction

**From the moment you first start planning for a baby, all the way through your career journey as a working parent at UTS, you can expect to have access to support, be treated as a valued staff member and fully included in our university community.**

**At UTS, we value the diversity of our staff and pride ourselves on promoting a respectful and inclusive workplace culture for all. We appreciate that gender, sexual orientation, cultural background, disability, family relationships and kinship ties all impact on the experience of our staff who are parents and carers.**





This guide aims to give you an overview of the wide range of support options available for you at UTS to help you balance your paid work with your role as a parent.

For more details or clarification about any of the information in this Guideline, particularly in relation to your own specific circumstances, please consult:

**UTS Human Resources Unit Client Services**

**Phone:** 9514 1060

**Email:** [hrclientservices@uts.edu.au](mailto:hrclientservices@uts.edu.au)

**UTS Centre for Social Justice and Inclusion's Equity and Diversity Unit**

**Phone:** 9514 1084

**Email:** [equity@uts.edu.au](mailto:equity@uts.edu.au)

or refer to the relevant Enterprise Agreement.

# Before your baby arrives – pregnancy and pre-adoption

**Expecting a new baby can be a very special and exciting time but we understand that it may also present certain challenges. A range of support is available at UTS if you are planning a pregnancy, during your pregnancy, or if you are preparing to adopt.**

## **PLANNING AHEAD**

UTS policies are available to support you throughout your journey to becoming a parent and carer. This includes supporting you before and during pregnancy and in the lead up to adoption.

For some people, the journey to parenthood begins with the need for medical assistance such as fertility treatment. While you may feel reluctant to discuss personal issues such as fertility treatment with your manager, sharing this information confidentially with your supervisor means they can support you in what can be an emotionally challenging time. It is important to remember that discrimination legislation makes it unlawful for you to be treated unfairly at work because you are planning a pregnancy.

To ensure you are offered the best support, we encourage you to talk to your manager as early as possible about:

- Any medical, pre-natal or pre-adoption appointments you need to attend during work hours
- Any pregnancy-related impediments to performing your existing role (if any)

- Your anticipated leave and return-to-work plans
- Work priorities, how these may be managed during your absence and, if you are a researcher, support and funding to facilitate the continuation of your research during your leave.

Continuing and fixed-term employees can access:

- Sick leave or personal leave for fertility treatment (talk to your clinic about providing a medical certificate if required)
- Up to 7 days personal leave (pro-rata for part-time) for pre-natal or pre-adoption appointments
- Sick leave if you are unwell during your pregnancy
- Personal or sick leave to care for your pregnant partner
- An option to reduce work hours during pregnancy if you need to.

Apply for personal / sick leave via Ascender Pay.



### **SICKNESS DURING PREGNANCY**

Many people experience sickness at some stage during their pregnancy. Sick leave continues to be available during your pregnancy, regardless of whether your illness is related to your pregnancy.

If you are unable to come to work because of a pregnancy-related illness, the following options are available:

- You can apply for paid leave (sick, annual, long service) or sick leave without pay
- If you meet the eligibility requirements for paid parental leave, you can start your leave earlier than expected, but not before 26 weeks gestation
- You may apply to reduce your work hours in the period before commencing parental leave. To avoid any impact on your rate of pay during paid parental leave or your future employment arrangements, it is recommended that you reduce your working hours via leave (with or without pay) rather than changing your on-going employment conditions.

Please note that if you are unable to continue to work due to pregnancy-related or other illness during your pregnancy, you will need to provide a medical certificate.

### **HEALTH AND SAFETY DURING PREGNANCY**

If you are considering pregnancy, are pregnant or are breastfeeding, it is important that you consider any potential workplace health and safety risks such as:

- Exposure to chemicals, ionising and non-ionising radiation, or biological hazards
- Working with animals
- Relevant immunisations
- Manual handling, repetitive lifting or prolonged standing.

If you are pregnant and cannot continue to perform your usual role because of illness or health and safety risks associated with your pregnancy, your work area is required, as far as practicable, to provide work in another position that you are able to satisfactorily perform. In some cases this may not be possible, so you may be transferred to perform suitable work in another area of the University. However, any position you are transferred to must be as close as possible in status to your current position, and your salary must be maintained at your usual rate. Where there is no safe job available, you may take parental leave or paid or unpaid sick leave for the time certified by your medical practitioner.

### **IF SOMETHING GOES WRONG**

We understand that sometimes things do not go as planned and we want to ensure that you still feel as supported as possible at these difficult times.

If you experience a miscarriage, premature birth, stillbirth, or death of your baby, leave options continue to be available.

In the event of a miscarriage you can access your personal, sick, annual, long service leave and/or leave without pay, as appropriate, for as long as your medical practitioner certifies is necessary.

Staff members who experience a stillbirth are entitled to 20 days paid parental leave from the date of the birth. You can also access your personal, sick, annual, long service and/or leave without pay, as appropriate, for as long as your medical practitioner certifies is necessary.

You and your immediate family members can also access free, confidential counselling via our Employee Assistant Program (EAP) provider should you need extra support at this time.

# When your baby arrives – parental leave

A range of parental leave options are available at UTS including leave for:

- Primary carers
- Adoptive parents
- Partners (including same-sex partners)
- Foster parents.

We also offer return to work support to enable a smooth transition back after your leave.

UTS provides centrally funded paid parental leave so that all areas of the University have the resources available to fund the replacement of staff on parental leave.

## **UNPAID PARENTAL LEAVE**

All continuing staff, after they have completed a minimum of 40 weeks continuous service, are entitled to up to 104 weeks unpaid parental leave from the date of birth or placement of their child. Unpaid parental leave cannot extend beyond your child's second birthday or 104 weeks from the placement of your child.

In two parent families, both parents can take eight weeks unpaid concurrent parental leave, which can be taken in up to four separate periods of two weeks or more, however, if the staff member who took concurrent leave later becomes the primary carer, then the concurrent leave taken is counted as part of the 104 weeks unpaid parental leave.

Casual staff members are entitled to up to 52 weeks unpaid parental leave from the date of birth or placement of their child if:

- Immediately prior to the proposed date of commencement of their parental leave, they were employed by UTS for at least 12 months on a regular and systematic basis for a continuous period or several periods of employment
- They had a reasonable expectation of further employment, notwithstanding their pregnancy/decision to adopt.

## **HOW TO APPLY FOR PARENTAL LEAVE**

Visit the 'Parental Leave' page on Staff Connect: [uts.ac/ParentalLeave](https://uts.ac/ParentalLeave)



**Profile**

**Tim is a casual lecturer in the Faculty of Health, where he has been regularly employed for two years. He and his partner Alex are adopting a baby who will be born in the U.S. Tim meets with his supervisor to discuss his parental leave arrangements.**

Tim plans to be the primary carer initially and so applies for 30 weeks unpaid parental leave from UTS. Tim and Alex will be flying to the U.S four weeks before their baby is due. Tim meets the government-funded Parental Leave Pay eligibility criteria, so can receive 18 weeks of government-funded Parental Leave Pay during that time. Alex is eligible for 2 weeks government-funded Dad and Partner Pay. He will take annual leave to fly to the U.S, followed by 2 weeks Dad and Partner Pay once their baby is born. Alex works for an employer in the transport industry who offers partners paid leave at 50% of their salary up to a maximum of 26 weeks so when Tim returns to work at UTS after 6 months, Alex plans to take over as primary carer so their baby will have a parent at home until they are 12 months old.

Tim fills in the UTS parental leave request form and applies to Centrelink for the government-funded Parental Leave Pay. Alex notifies his employer of his plans to take partner leave and applies for government-funded Dad and Partner Pay. Tim and his supervisor discuss hand-over arrangements for his work, and discuss how much contact he would like to have with UTS while he is away from the workplace. His supervisor undertakes to forward any important workplace information to Tim's home email account while he is on leave.

### **PAID PARENTAL LEAVE FOR PRIMARY CARERS**

Paid Parental Leave is available for primary carers of all genders who are continuing staff members and have completed 40 weeks (or more) of continuous service prior to the expected date of birth or adoption of their child.

If you are a fixed-term staff member, you may also be entitled to paid parental leave if the period of leave falls within the time span of your fixed-term appointment. If you are subsequently offered another fixed-term (or ongoing) appointment, you can extend your date for return from leave into the period of your new appointment.

Continuing and fixed-term staff who are primary carers on contracts of  $\geq 12$  months are eligible for:

- up to 20 weeks\* paid parental leave on full pay (or 40 weeks on half pay or a combination)
- Total of 104 weeks combined paid and unpaid leave provided this is taken prior to a child's second birthday or 104 weeks after placement
- Up to 30 days\* paid leave to assist with returning to work which must be used within 7 months of returning to work from parental leave.

UTS offers flexibility in return to work support which can be taken as:

#### **OPTION 1 – ADDITIONAL LEAVE**

- Take your 30 days leave\* as continuous leave following your parental leave on full pay or half pay
- Take your 30 days leave\* as a structured phased return to work pattern until your entitlement is exhausted. This must be taken as full pay or take it as a combination of both.

#### **OPTION 2 – PROFESSIONAL DEVELOPMENT FUNDING**

- Take the value of your 30 days leave\* for professional development opportunities (such as conferences, course fees, to purchase career resource materials)
- Take the value of your 30 days leave\* to employ casual staff to support your research or other priorities.

#### **OPTION 3 – COMBINATION OF ADDITIONAL LEAVE AND PROFESSIONAL DEVELOPMENT FUNDING**

### **HOW TO APPLY FOR PARENTAL LEAVE**

Visit the 'Parental Leave' page on Staff Connect: [uts.ac/ParentalLeave](https://uts.ac/ParentalLeave)



**Polly has been working in Student Administration for five years. She is having a baby and meets with her supervisor to discuss her parental leave arrangements.**

UTS provides ongoing employees with 20 weeks paid parental leave at full pay, which is able to be taken at half pay over 40 weeks. Polly also meets the government-funded Parental Leave Pay eligibility criteria, so can also choose to receive 18 weeks of government-funded Parental Leave Pay. Polly also has two weeks of annual leave accrued.

Polly decides she wants to stay at home until her baby is 18 months old and structures her leave to ensure she maintains a regular income, as far as possible, throughout that period. She plans to begin her leave two weeks before her due date and decides to take her UTS paid parental leave at half pay first, then her annual leave, then the 18 week government-funded Parental Leave Pay, which needs to be paid in a continuous 18 week period, and then finally her UTS 30 day return to work leave over 60 days at half pay.

Polly fills in the UTS parental leave request form and applies to Centrelink for the government-funded Parental Leave Pay. Polly and her supervisor discuss hand-over arrangements for her work, and discuss how much contact she would like to have while she is away from the workplace. Her supervisor undertakes to forward any important workplace information to Polly's home email account while she is on leave. Polly and her supervisor book in a phone catch up two months after her due date to see how she is going and to arrange a visit to the workplace with her baby.





### PARTNER'S LEAVE

Partner leave is available for parents who are not the primary carer of their newborn or adopted child.

UTS offers partners up to 20 working days paid leave\* which may be taken at any time in the 3 months following the birth or placement of a child.

If a partner becomes the primary carer, they can access parental leave so that the total period of partner's leave plus parental (primary carer's) leave is 20 weeks.\* The parental leave component can be taken up to a child's second birthday / 104 weeks after placement.

### FOSTER PARENT'S LEAVE

Paid Foster Parent's Leave is available for the primary carer of a foster child to be taken during the first 12 months following your child's placement at the following rates:

- 3 weeks leave at full pay (or 6 weeks at half pay) if the child is younger than 5 years
- 8 days leave at full pay (or 3 weeks at half pay) if the child is over 5 years.

Foster parents can also apply for unpaid leave.

## Profile

### **Tran's wife is having twins and will be taking 12 months leave from her employer to be the primary carer of their children.**

Tran applies to take 20 days of paid partner leave from UTS when his babies are born. He has 6 weeks annual leave accrued so he decides to also take his annual leave, along with 2 weeks unpaid leave so he can be at home with his wife and babies until they are 3 months old.

### HOW TO APPLY FOR PARENTAL LEAVE

Visit the 'Parental Leave' page on Staff Connect: [uts.ac/ParentalLeave](https://uts.ac/ParentalLeave)





### **IMPACT OF PARENTAL LEAVE ON SUPERANNUATION**

It is important to note that while you are on parental leave (whether this is at half-pay or unpaid), there may be an impact on your contributions and on our contributions as your employer. If you would like further advice or information on this, we encourage you to contact your superannuation fund.

Visit the 'Superannuation' page on Staff Connect: **[uts.ac/UniSuperContact](https://uts.ac/UniSuperContact)**

The Australian Government's MoneySmart website also provides information about superannuation and financial planning when having a baby.

Visit **[moneysmart.gov.au/life-events-and-you/life-events/having-a-baby](https://moneysmart.gov.au/life-events-and-you/life-events/having-a-baby)**



# While you are on parental leave

## KEEPING IN TOUCH

While on parental leave, we encourage you to maintain contact with the University and your manager. Consider what communication methods would work best for you and your career. At a minimum, it is important that you make sure your email address is current on the UTS email network so that you receive relevant work-based information such as details of any structural or operational changes that may affect you.

You may be requested to attend training or meetings as part of 'keeping in touch' while on paid parental leave. Please note that while you are on paid parental leave, you are not able to receive any additional pay and you will not be able to accrue additional work time due to participation in these activities. These days must fall within the paid parental leave period and not coincide with any other type of paid leave that you take, such as annual or long service leave.

## ACCESS TO FUNDING FOR RESEARCH DURING PARENTAL LEAVE

UTS provides support, including financial assistance, to academic staff who are active researchers, to enable them to continue with their research programs during parental leave, should they wish.

All research staff should develop a Parental Leave Research Support Plan in consultation with their supervisor, to document the approved research support that will be made available during the period of parental leave. The Plan should outline:

1. How the research will be continued and the objectives expected to be achieved.
2. Funding levels and source(s).
3. If applicable, arrangements for the recruitment of casual or fixed-term staff to continue aspects of the research and the supervisor arrangements for these staff.
4. Keeping in touch, reporting and feedback arrangements with the staff member on parental leave.
5. The responsibilities of the staff member and supervisor during parental leave.

UTS research support funding is flexible and can be used in a variety of ways such as:

- Re-allocating the work of existing staff and using funding to "back fill" their positions.
- Employing casual or fixed-term staff to:
  - Continue aspects of your research program
  - Continue elements of your research program of the research group to which you belong.

## IN PRACTICE THIS COULD MEAN:

- Employing a research assistant working in a laboratory to carry out experiments, or conduct archival research or a survey
- Employing a PhD student as a research fellow to conduct a literature review or work on publications.

It is important to remember to keep in touch, particularly to advise UTS of any changes to your period of leave or research program while you are away.



### HOW TO APPLY FOR RESEARCH FUNDING DURING PARENTAL LEAVE

Please note that this is a separate process to applying for parental leave, however, it is advisable to develop your Parental Leave Research Support Plan and complete your application to fund research during your leave at the same time as you apply for parental leave.

- Visit the 'Apply to fund my research during parental leave' page on Staff Connect: [uts.ac/PLresearchfunding](https://uts.ac/PLresearchfunding)

# Returning to UTS

## PLANNING FOR YOUR RETURN

Ideally, you should formalise your return to work arrangements before commencing parental leave. When meeting with your manager to discuss your parental leave, talk to them about:

- Your return to work plan - estimated date of return
- Your options in using your return to work support entitlement (if relevant)
- Your intended arrangements for returning to work after your leave entitlements are exhausted.

Formalise your discussion by completing an Application for return to work support.

- Enter your Personal Details and the expected date of return
- Outline your return to work arrangement (select preferable option)
- Forward the form to your Supervisor for approval.

A copy of your approved application should then be sent to HR Client Services who will confirm your arrangements via email.

We understand that your plans and arrangements may change due to childcare availability, personal and/or family circumstances so you can amend your return to work arrangements at any time up to 4 weeks before your expected return date. Please note that if you do not return to work at the expiry of your approved parental leave without other arrangements being agreed, you may forfeit any right to your former position.

## RETURNING BEFORE THE EXPECTED RETURN DATE

You can return to work before your expected return date provided you give at least four weeks notice, or a lesser period if agreed by your supervisor.

If your return to work from parental leave is within 6 weeks of you giving birth, you must provide a medical certificate certifying your fitness to do so.

## RIGHT TO RETURN TO FORMER POSITION

You have the right to return to your former position after parental leave. UTS is obliged to ensure that, during parental leave you are kept informed of any significant workplace changes that may directly affect you.

## RESIGNATION

We do not have a requirement that staff members return to work following a period of parental leave. If you are on parental leave or intending to go on such leave, you are still able to resign from your employment if you want to.





## BREASTFEEDING SUPPORT ON CAMPUS

Many people returning to work following parental leave will want to continue breastfeeding their baby. The Department of Health's infant feeding guidelines recommend exclusive breastfeeding of infants to around six months of age and continued breastfeeding until the age of 12 months and beyond, if desired. We recognize that not all parents will want, or are able to, breastfeed however, UTS is committed to supporting all parents and carers in our community, and offers a range of support specifically for breastfeeding parents.

UTS welcomes all staff, students and visitors who wish to breastfeed in public places across our campus and we also offer dedicated private spaces for breastfeeding / feeding your baby, expressing milk and / or changing nappies.

These rooms have:

- Private space (either via a lockable door or curtain)
- A chair for breastfeeding
- A side table
- Power point
- Sink / hand washing facilities.

Most rooms have a nappy change table with nappy disposal unit and some have a refrigerator/freezer and lockable storage.

If you are a staff member who needs regular access to these rooms, you can contact Security on **9514 1192** (or ext.1192) or email **security.general@uts.edu.au** and request access be added to your UTS staff card. For other queries about these rooms email **equity@uts.edu.au** or call **9514 1084**.

UTS offers staff and students the flexibility to take lactation breaks during their work or study day. These are available to staff who breastfeed and/or express breastmilk during work hours as part of a negotiated flexible work arrangement and no staff member will lose pay due to taking lactation breaks. As with other flexible working arrangements, you should consider both the needs of your work unit and your personal needs when determining the timing for your lactation breaks.

Breastfeeding staff members may also wish to negotiate flexible work arrangements in addition to taking lactation breaks through accessing options such as:

- Flexi-time
- Part-time hours

- Graduated return to work
- Home-based work
- Job sharing
- Re-organising breaks (eg lunch and tea breaks) to support breastfeeding.

Federal and state anti-discrimination legislation provides protection against discrimination on the grounds of breastfeeding. Examples of unlawful discrimination on the grounds of breastfeeding in the workplace may include:

- Failing to allow an employee to breastfeed and/or to express milk
- Failing to make reasonable adjustments for lactation breaks in order to facilitate the breastfeeding process.

The Australian Breastfeeding Association (ABA) is Australia's leading source of breastfeeding information and support including advice on how to combine breastfeeding and returning to work.

Visit **breastfeeding.asn.au** or call **1800 686 268**.

For room locations visit the 'Parents at UTS' page on the UTS website: **uts.ac/ParentsAtUTS**

# Ongoing support for parents and carers

## CHILDREN AT UTS

UTS understands that from time-to-time you may need to bring your child into work. For example, you may have a young baby, childcare arrangements or plans may have fallen through, or it may be a pupil-free day in schools.

We aim to provide facilities which are accessible to those who are accompanied by children, such as stroller entrances in buildings and ramps throughout the campus, parents' rooms, and baby change facilities in selected male and female toilets. For change room locations, phone the Concierge Desk on **9514 9953 / 9954** or the UTS Switchboard on **9514 2000**.

Seek approval from your supervisor if you wish to bring children to work, but such requests should be treated sympathetically.

You should not expect or request other staff employed by the University to take care of children.

Children will not be permitted to enter some areas of the university, such as workshops and laboratories, which are intrinsically hazardous.

## UTS CHILDCARE

It is a good idea to start looking at child-care options as soon as your pregnancy or placement of a child in your care is confirmed. Most child-care centres have waiting lists for children under 2 and an expectant parent may need to put their child's name down before their child is born.

UTS aims to provide affordable child care facilities for students and staff to meet a range of needs, such as long day care for babies and pre-school aged children.

There are two not-for-profit long day care centres that service the UTS City campus at Broadway:

- Blackfriars Children's Centre
- Magic Pudding Child Care Centre.

These centres provide high quality, affordable care that meet the needs of children from the University community and other groups. If you are a parent of a before school-age child, or are currently pregnant, you can apply for childcare at these centres. Access to their services is open to all staff following a priority allocation process and fee subsidise are offered for UTS staff, although no child is guaranteed a place and waiting times generally apply.

**The centres are open from 8am-6pm, Monday to Friday.**

"The centre philosophy is excellent, the environment is welcoming and engaging for children."

"Without the centre, life would be significantly more challenging. Having the centre next to our work helps us in providing the best day-to-day care for our child."







**FURTHER INFORMATION**

Visit the 'Childcare' page  
on Staff Connect:

**[uts.ac/UTSchildcare](https://uts.ac/UTSchildcare)**





UTS Childcare – Blackfriars



UTS Childcare – Blackfriars

### UTS SUBSIDY FOR THE POWERHOUSE MUSEUM SCHOOL HOLIDAY WORKSHOPS

At UTS, we offer a special subsidy to support staff and students who are parents or carers of school-age children for an engaging school holiday program at the Museum of Applied Arts and Sciences (MAAS) Powerhouse Museum (conditions apply).

Some examples of workshops they have previously run include:

- Minecraft Futures
- YouTube Sound Designer
- Little Computer Scientist
- YouTube Let's Play
- Masterclass in Game Design
- Creative Inventor.

### MORE INFORMATION

Email [equity@uts.edu.au](mailto:equity@uts.edu.au)

### BRIGHT FUTURES

Bright Futures is a school holiday learning program for primary and secondary (Year 4 – 8) students who are curious about the world, passionate about learning and starting to think about the paths they will take in the years ahead. The workshops offer a unique combination of eye-opening experiences based around subjects studied at UTS.

As a UTS staff member, you have an exclusive 5% discount. Please request the promotion code via [ircyf@uts.edu.au](mailto:ircyf@uts.edu.au)

### MORE INFORMATION

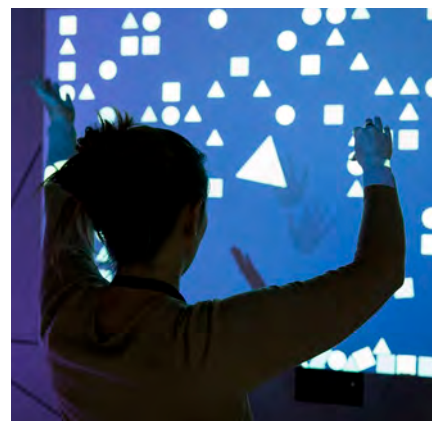
Visit the 'Bright Futures' page on the UTS website: [uts.ac/BrightFutures](https://uts.ac/BrightFutures)

"Yesterday my two grandsons attended the Bright Futures workshop. They had a fabulous time and were challenged to think beyond their existing learning and experiences. They were highly impressed with the presenter and have already asked me to enrol them in future sessions in the Bright Futures programme."



Powerhouse Museum

"This was brilliant on SO many levels! Location. Experience. Staff at Powerhouse Museum. Course offerings. Subsidy in \$ value, but also just in recognition - and as a working parent, it actually felt like a lovely day too to have my daughter travel in with me, and be so close during the day."



Powerhouse Museum



**“Having access to work/life balance options has helped my team manage a range of issues, including return to work, childcare and illness. I’ve found it very satisfying to be able to brainstorm ideas with my HR partner and come up with a solution that helps a staff member deal with a challenging situation while continuing to work at UTS.”**

Victoria Vasquez, Faculty Operations Manager, Faculty of Law, has helped her staff to combine their personal and work lives through flexible work options.

### CARER’S LEAVE

We understand that there may be times when you may not be able to work due to disruption of your childcare arrangements or when your child is ill. If you are a continuing or fixed term staff member, you can access up to 15 days paid sick leave and 7 days paid personal leave as carer’s leave.

### HOW TO APPLY FOR CARER’S LEAVE

Apply on Ascender Pay.

### FLEXIBLE WORK

At UTS, we are committed to supporting staff to achieve optimal work/life balance and we recognise the benefits for both individuals and our University. We offer a wide range of flexible work options to help you meet your family responsibilities and enable you to pursue personal interests such as sport, study or cultural activities.

Federal employment law sets out that the right to request flexible work arrangements is available to employees who:

- Are a parent, or have responsibility for the care of a child who is of school age or younger
- Are a carer (ie you provide personal care, support and assistance for someone due to disability, medical condition/illness or who is frail aged)
- Have a disability
- Are 55 or older
- Are experiencing violence from a family member
- Provide care or support to a member of their immediate family or household who requires care or support because they are experiencing family violence.

UTS must consider all requests for flexible working arrangements and respond in writing to any staff members who meet these criteria, within 21 days of the request being made. Requests can only be refused on reasonable business grounds.

UTS aims to support staff who request flexible working wherever possible. Consideration will need to be given to factors such as your personal circumstances, the needs of your work-area, and the nature of your work. It is important that there is open dialogue between you and your manager about how flexibility can work in your specific situation.

We recognise that each situation is unique so flexible work arrangements – temporary or permanent – are negotiated individually between you and your supervisor. These can include options such as:

- A change to work hours eg full-time to part-time or part-year/sessional work
- Compressed working weeks eg working 70 hours in 9 days or 140 hours in 19 days in order to accrue a regular day off, or late start times and/or early finish times to accommodate personal commitments such as family obligations
- Time-in-lieu
- Telecommuting (including working from home)
- Job sharing
- Rostered days off (RDOs)
- Flexitime
- Purchased leave.

### HOW TO APPLY FOR FLEXIBLE WORKING ARRANGEMENTS

Visit the ‘Work/life balance’ page on Staff Connect: [uts.ac/WorkLifeBalance](https://uts.ac/WorkLifeBalance)

# Career development and promotion

Having a baby does not mean giving up on your career aspirations! At UTS, we have a number of initiatives in place to support staff to develop their careers and to overcome the added challenges that can come with juggling your paid work alongside parenthood and caring.

## RESEARCH EQUITY INITIATIVE (REI)

The REI offers a number of initiatives aimed at providing additional support if you are an academic with family responsibilities during key career stages, to assist you to manage and develop your research. These include:

- **Childcare and Carer Support Fund (Conference Attendance)** – financial support of up to \$2000 to assist academics meet extraordinary carer costs associated with attending conferences
- **Funding for Research during Parental Leave guidelines** – provides support and funding for postdocs and academics to maintain their research during maternity leave
- **Research Re-establishment Grants** – up to \$15,000 for eligible academic staff affected by periods of parental leave, and by sustained caring responsibilities for children, partners or dependent family members, to enable them to devote concentrated time on a research project
- **UTS Jenny Edwards Research Fellowship** – (previously known as the UTS Research Equity Fellowship) – a competitive fellowship of up to \$75,000 for established/mid-career staff whose research careers have been significantly interrupted by carer responsibilities, to re-establish or enhance their research careers.

For more information visit the 'UTS Research Equity Initiative' page on the UTS website [uts.ac/REI](https://uts.ac/REI) or contact [equity@uts.edu.au](mailto:equity@uts.edu.au)







### **FACULTY-SPECIFIC INITIATIVES**

A number of UTS Faculties have introduced specific initiatives to support parents and carers including:

- Core meeting hours guidelines
- Post-doctoral appointment to support female academics on parental leave with continued research and engagement to assist with maintaining their profile
- Equity and diversity considerations for academic work planning (example scenarios and responses)
- Academic work plan template.

For more information visit your Faculty Intranet.

**“Initially I was a bit apprehensive, I was thinking should I take that much time off from work? But I’m glad I did it. I don’t think Autumn will remember the time with me, down the track, but I will. And I think that’s nice. If a guy asked me, “Should I take time off?” I’d say, “Yeah, definitely!” Being a parent is great.”**

Ben Wilson, Manager, IT Services and Support, shared parental leave with wife and fellow UTS staff member Ada Wilson to care for baby, Autumn.

# Support and resources

## HUMAN RESOURCES (HR)

You are welcome to contact HR for advice and information (on aspects such as leave provisions and flexible work arrangements) at UTS. Speak to the HR Partner for your faculty or unit, email [HRclientservices@uts.edu.au](mailto:HRclientservices@uts.edu.au) or call **9514 1060**.

The Wellbeing unit in HR also runs events and activities to support the health and wellbeing of all staff including parents.

## CENTRE FOR SOCIAL JUSTICE AND INCLUSION (EQUITY AND DIVERSITY UNIT)

The Equity and Diversity Unit (E&DU) provides specialist advice and support on policy development, training and development, and social justice initiatives. The unit also provides advice on equity-related matters of concern and complaint resolution (ie. those relating to harassment and/or discrimination). For queries or advice, email [equity@uts.edu.au](mailto:equity@uts.edu.au) or call **9514 1084**.

**MORE INFORMATION**  
[uts.edu.au](https://uts.edu.au)

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

You (and your immediate family members) can access free, confidential counselling via our EAP provider, PeopleSense. EAP can assist with personal or work-related issues that may be impacting your quality of life or general sense of wellbeing. EAP Psychologists are available 24 hours a day, 7 days a week for emergency situations and critical incidents. Call **1300 307 912** for a confidential appointment.

**MORE INFORMATION**  
[uts.edu.au](https://uts.edu.au)

## MEDICAL SERVICE

The health service based at UTS city campus (Building 1, Level 6 – CB01.06.001) provides confidential medical services for students, staff, alumni and their families. They provide a wide range of medical services including women's health, advice on contraception, pregnancy testing and antenatal care.

**MORE INFORMATION**  
[uts.edu.au](https://uts.edu.au)

## RELEVANT UTS POLICIES AND GUIDELINES

Enterprise Agreements  
[uts.edu.au](https://uts.edu.au)

Equity Inclusion and Respect Policy  
[uts.edu.au](https://uts.edu.au)

Staff and Students with Carers' Responsibilities  
Vice-Chancellor's Directive  
[uts.edu.au](https://uts.edu.au)

Handling Staff Grievances  
Vice-Chancellor's Directive  
[uts.edu.au](https://uts.edu.au)

Breastfeeding at UTS Guideline  
[uts.edu.au](https://uts.edu.au)

## RELEVANT EXTERNAL RESOURCES

### Anti-discrimination Board of NSW

The board administers anti-discrimination laws and handles complaints under the Anti-Discrimination Act 1977 (NSW).

For discrimination enquiries and complaints:

**Phone:** 9268 5544

**Email:**  
[adbcontact@justice.nsw.gov.au](mailto:adbcontact@justice.nsw.gov.au)

**Website:**  
[antidiscrimination.justice.nsw.gov.au](https://antidiscrimination.justice.nsw.gov.au)













