Family (Carer's) Leave Procedure (MPF1127)

GOVERNING POLICY
This procedure is made under the Leave Policy.

SCOPE
This procedure applies to all fixed term and continuing staff and casual staff.

PROCEDURE
1. Family (carer's) leave
   1.1. A continuing or fixed term staff member may apply for family leave to care for members of their immediate family or household who are dependent upon the staff member for care, when that person is ill or an emergency renders it essential that the staff member attend to that person.
   1.2. A full-time continuing or fixed term staff member who has been employed for at least 12 months may apply for up to five days paid family leave each year.
   1.3. A part-time continuing or fixed term staff member or who has been employed for at least 12 months may apply for paid family calculated pro rata on a maximum of 5 days leave each year.
   1.4. A staff member who has not accrued or who has exhausted family leave entitlements may apply for up to an aggregate of 10 days paid sick leave (pro rata for part-time staff) for caring purposes each year.
   1.5. A staff member who has exhausted paid family leave and other applicable paid leave entitlements may apply for two days unpaid family leave for each occasion requiring their care, and may apply for additional unpaid leave with the approval of their supervisor.
   1.6. A staff member will provide notice to their supervisor or level 1 delegate of an intention to apply for family leave as soon as reasonably practicable before taking the leave or, if that is not possible, as soon as possible on the first day of absence and advise the supervisor or level 1 delegate of:
       • the name of the person requiring care and that person's relationship to the staff member
       • the reasons for requiring the leave
       • the anticipated length of absence.
   1.7. A staff member may apply for family leave by submitting an application electronically through Themis (HR) self service supervisor or level 1 delegate for approval and attaching:
       • a supporting medical certificate where the purpose of the leave is to care for a family member who is ill
       • where a medical certificate is not available or not applicable, a statutory declaration setting out the reasons for the leave.
   1.8. A continuing or fixed-term staff member may apply to the relevant level 2 delegate for approval to reduce from full-time employment to part-time employment for up to 12 months in order to care for an immediate family or household member where the staff member can demonstrate that they are the primary care giver and the family member temporarily requires extensive personal care. Subject to approval of the time fraction changes, at the end of this period the staff member will revert to full-time.
It is recommended that staff seek financial advice as the reduction in time fraction will impact on their superannuation and leave accruals. An application for an approval of the reduction in time fraction may only be refused if there are reasonable business grounds to do so.

1.9. The staff member and the level 2 delegate may agree to extend the period during which a staff member has converted to part-time employment in order to care for an immediate family or household member.

1.10. A staff member may cancel family leave that has previously been approved by submitting a completed Application for Leave form to their supervisor or level 1 delegate for approval.

1.11. A casual staff member may apply for two days of unpaid family leave for each occasion requiring their care, and may apply for additional unpaid leave with the approval of their supervisor.

**RELATED DOCUMENTS**

- [Human Resources Delegations](#)
- [Human Resources website](#)
- [Leave Policy](#)
- [Negotiating Flexible Work Arrangements Guidelines](#)
- [University of Melbourne Collective Agreement 2010](#)

**RESPONSIBLE OFFICER**

The Executive Director, Human Resources is responsible for the development, compliance monitoring and review of this procedure and any related guidelines.

**IMPLEMENTATION OFFICER**

The Director, Specialist Services, Human Resources is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the implementation officer.

**REVIEW**

This procedure is to be reviewed by 30 June 2015.

**VERSION HISTORY**

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved By</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections Modified</th>
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<tbody>
<tr>
<td>1</td>
<td>Senior Vice-Principal</td>
<td>27 July 2012</td>
<td>27 July 2012</td>
<td>New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.</td>
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<tr>
<td>2</td>
<td>Senior Vice-Principal</td>
<td>28 March 2013</td>
<td>28 March 2013</td>
<td>Update to section 1.4.</td>
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<td>3</td>
<td>Vice-Principal Administration &amp; Finance</td>
<td>21 May 2015</td>
<td>4 Jan 2016</td>
<td>Fix broken links in sections 1 and Related Documents.</td>
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