

MATERNITY, ADOPTION AND PARENTAL LEAVE

Tips for Roster Managers

Do you have staff in your team who may want to take maternity, adoption or parental leave?

Here are a few tips to get you started.

1. REVIEW AWARDS, POLICIES & PROCEDURES



Review Industrial Awards, Policies and local procedures to ensure familiarity.

2. MEET WITH STAFF MEMBER



Arrange a meeting with staff requesting maternity, adoption or parental leave to clarify their needs and preferences.

3. REFER STAFF MEMBER TO POLICIES & PROCEDURES



Determine the relevant award, policies and local procedure that are relevant to the situation and refer the staff member to these.

4. CONFIRM RELEVANT DETAILS



Confirm staff member's preferred start and return dates, option for full or half pay, any other leave and their preferred capacity on return.

5. CHECK LEAVE BALANCE CONFIRM ARRANGEMENT



Check StaffLink to confirm leave balance as at the date staff member is planning to commence leave. Confirm arrangement with staff member.

6. COMPLETE REQUIRED DOCUMENTATION



Have staff member complete and submit application for leave and relevant forms as per local procedures and in accordance with what was agreed.

7. MANAGE VACANCY



Determine how the vacancy will be filled and implement actions to arrange a temporary replacement.

8. MAINTAIN CONTACT & REORIENT ON RETURN



Maintain contact & follow up any changes. Ensure returning staff are informed of any changes in their absence and offer continued support.