ROSTERING CAPABILITY FRAMEWORK

Resources to support you to

MANAGE MATERNITY, ADOPTION AND PARENTAL LEAVE

The 'Locating Rostering Resources' tip sheet provides step by step instructions to access these resources!

☐ **ONLINE MODULES**
Go to MyHealth Learning and search 'rcf'
Complete the Manage Maternity, Adoption and Parental Leave module.

☐ **ROSTERING RESOURCE MANUAL OR YOUR HEALTH AGENCY'S GUIDELINES**
Read Roster Vacancy Management and Utilisation of Casual and Agency Staff section.

☐ **ROSTERING BEST PRACTICE – RESOURCES AND LINKS**
Download the Annual Leave Planner in either financial year or calendar year format, depending on your needs.

☐ **STAFFLINK FORMS AND FACTSHEETS**
Check with your Manager if forms are submitted electronically. Familiarise yourself with the form and the procedures to have it completed, approved and submitted.

☐ **LEAVE MATTERS FOR NSW HEALTH POLICY DIRECTIVE**
Read Clause 5, Maternity, Adoption and Parental Leave.

☐ **INDUSTRIAL AWARDS**
Access the relevant industrial award your staff are covered by and read the information relating to maternity, adoption and parental leave.

☐ **MANAGER SUPPORT**
Speak to your Manager to confirm the process to access:
- Apply for Maternity, Adoption and Parental Leave
- Change approved dates
- Arrange for the return of a staff member from maternity, adoption or parental leave.

☐ **HEALTHROSTER SUPPORT MATERIALS**
Access section 7 of the Roster Creation Management User Guide for instructions on how to record leave in HealthRoster.

☐ **RECRUITMENT AND SELECTION OF STAFF TO THE NSW HEALTH SERVICE POLICY DIRECTIVE**
Refer to Module One for all Staff and Module Two for staff specialists and clinical academics.
Refer to Appendix 1.3 for the process, tasks to be completed and anticipated timeframes and strategies to speed up the action.

www.health.nsw.gov.au/rostering

Rostering