This fact sheet covers the following FAQs:

- When can I commence maternity leave?
- Is it possible to continue working until closer to my due date?
- Is maternity leave paid or unpaid?
- Can I continue to undertake work while on maternity leave?
- Do I need to return my University property?
- When is my return to work date?
- What happens if I have taken 52 weeks of maternity leave and I am not ready to return to work?
- Can I take other leave during the 52 week maternity leave period?
- What happens if I take maternity leave and then afterward decide not to return to the University?
- Where can I find more information on Deakin’s maternity leave arrangements?

MATERNITY LEAVE ENTITLEMENTS

All staff members who are pregnant are entitled to 52 weeks unpaid birth-related leave. The period of paid leave is determined by your employment status and your length of continuous service.

The below table outlines your entitlements to paid leave (please note that casual staff are not entitled to paid birth-related leave):

<table>
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<th>Criteria</th>
<th>Entitlement</th>
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<td>Less than 1 year of continuous service</td>
<td>1 week of paid maternity leave for every completed month of service</td>
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<tr>
<td>More than 1 year but less than 2 years of service</td>
<td>12 weeks of maternity leave on full pay, or 24 weeks at half pay</td>
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<tr>
<td>More than 2 years of service</td>
<td>22 weeks of maternity leave on full pay, or 44 weeks on half pay</td>
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When can I commence maternity leave?

Generally, maternity leave cannot commence earlier than 20 weeks prior to the expected date of birth and commences no later than 6 weeks before the expected date of birth.

You must be on paid maternity leave at the date on which the child is born and all paid maternity leave must be exhausted before maternity leave without salary can be used.

Is maternity leave paid or unpaid?

The period of paid maternity leave is determined by your employment status and your length of continuous service. Please see the above table for more information.

Can I continue to undertake work while on maternity leave?

Under no circumstances can you continue to undertake work while on maternity leave, whether it is paid or unpaid, with Deakin or another employer.

If you choose to return to work, both maternity leave and paid parental leave will stop.

Do I need to return my University property?

You are required to return University property, including credit cards, laptops and University assigned vehicles.
When is my return to work date?
Maternity leave can be for a period of up to 52 weeks, and so your return to work date will be 52 weeks from the commencement of your maternity leave unless you negotiate with your supervisor to return earlier or take additional leave.

What happens if I have taken 52 weeks of maternity leave and I am not ready to return to work?
If you are the primary carer of the child, you may apply for a further 52 weeks of unpaid leave provided that a minimum of 3 months’ notice of the additional leave is given to the University.
We will take into consideration the operational needs of the area before making a decision on the request.
You can also apply for a further period of 26 weeks of additional unpaid leave subject to written approval from the University. However if this option is granted your entitlement to Return to Work leave is forfeited.

Can I take other leave during the 52 week maternity leave period?
Additional types of leave can be taken during the maternity leave period however:

1. you must be on paid maternity leave at the date on which the child is born; and
2. all paid maternity leave must be exhausted before maternity leave without salary can be used.

All accrued recreation leave in excess of 20 days and accrued long service leave in excess of 12 weeks must be taken as a part of the maternity leave period.

Any request for additional recreation or long service leave outside of the 52 week maternity leave period will be approved at the discretion of the Supervisor for the purposes of meeting operational requirements.

Any additional leave recorded in the maternity leave application form will be booked by HR and does not need to be entered by the staff member into StaffConnect.

What happens if I take maternity leave and then afterward decide not to return to the University?
If you wish not to return to work at the University after maternity leave you must give 6 weeks’ notice to your supervisor/manager.
If you receive Paid Parental Leave from the Government and choose to resign from the University, you are required to notify the Family Assistance Office (FAO) of your resignation and request that the FAO cease making the payments.

Where can I find more information on Deakin’s maternity leave arrangements?
Clause 38 of Deakin’s Enterprise Agreement 2013 contains the University’s policies around maternity leave. You can also refer to the Fair Work website for further information.

How do I apply for maternity leave?

**Step One**  Early into your pregnancy, consider the risks of your role (e.g. exposure to chemicals) and discuss any concerns you may have with your supervisor.

**Step Two**  12 weeks before your expected delivery date discuss your intention to take maternity leave with your supervisor. This timeframe allows sufficient time for them to plan for coverage of your role.
Also consider:

- The way in which you would like to be paid – full pay or half pay (if eligible)
- Your return to work date
- Applying for paid parental leave through the Family Assistance Office

**Step Three**  8 weeks from the expected delivery date, contact your HR Adviser to calculate your maternity leave dates and then complete and submit your approved maternity leave application form to Human Resources (via your HR Adviser).
At least six weeks prior to your expected return to work date, you should contact your manager to discuss your return to work including whether you are seeking to return on a full time or part time basis, whether you wish to extend your leave, how you would like to use your return to work leave and any other issues you may have.