

LEAVE POLICY 2016

Please note that this policy is currently under review to align with the leave provisions in the new Enterprise Agreement. In the interim, please refer to the [Enterprise Agreement 2018-2021](#) and the [leave information](#) on the staff intranet.

The Vice-Chancellor as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 7 September 2016

Amended: 5 June 2017 (administrative amendments only)

Amended: 19 April 2018 (administrative amendments only)

Last Amended: 27 April 2018 (administrative amendments only)

Signature:

Position: Acting Vice-Chancellor

CONTENTS

1	Name of policy.....	1
2	Commencement.....	1
3	Policy is binding.....	2
4	Overview	2
5	Application.....	2
6	Definitions.....	2
7	Leave guidelines	3
8	General provisions	4
10	Annual leave.....	4
11	Personal leave.....	5
12	Long service leave	5
13	Compassionate leave.....	7
14	Special leave	7
15	Research and professional development leave.....	8
16	Parental leave	8
17	Community service leave	9
18	Domestic violence leave.....	10
19	Leave without pay	10
20	Industrial relations leave.....	11
21	Rescissions and replacements.....	11

1 Name of policy

This is the Leave Policy 2016.

2 Commencement

This policy commences on 19 September 2016.

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, affiliates and students.

4 Overview

This policy:

- (a) states the University's approach to managing leave; and
- (b) expands the leave provisions of the *Enterprise Agreement*.

5 Application

- (1) This policy applies to all staff covered by the *Enterprise Agreement*, excluding casual staff unless otherwise specified.
- (2) This policy does not apply to study time or time spent on a special studies program, since these are not forms of leave.

Note: For further information see the [Study Time Policy](#) and [Special Studies Program Policy](#).

6 Definitions

annual leave plan	means proposed dates when annual leave is planned to be taken.
child	means, for the purposes of parental leave: <ul style="list-style-type: none">• a child (or children from a multiple birth) born to a staff member or a staff member's partner; or• a child who is placed with a staff member through an adoption process and who:<ul style="list-style-type: none">- is less than five years of age (for the purposes of paid parental leave) or less than 17 years of age (for the purposes of unpaid parental leave); and- is not the birth child of the staff member; and- has not lived continuously with the staff member for 6 months or longer.
continuous service	means a period of employment with the University under an unbroken contract of employment or an unbroken series of contiguous contracts, including periods of paid and unpaid leave. Except as otherwise specified in the <i>Enterprise Agreement</i> , periods of unpaid leave and periods of casual service do not count as service for any purpose. <p>Note: For further information on breaks in service refer to the <i>Enterprise Agreement</i>.</p>

domestic violence	means any violence between family members, including current or former partners, whenever and wherever the violence occurs. It may include any of physical, sexual, emotional or financial abuse or threatening, coercive or dominating behaviours.
Delegated Officer (Staffing)	means the Director, Human Resources and such other person or persons as may be appointed from time to time by the Vice-Chancellor to exercise the functions of the Delegated Officer (Staffing) under the <i>Enterprise Agreement</i> .
Enterprise Agreement	means the University of Sydney Enterprise Agreement 2013-2017 or its replacement.
Head	means, as appropriate, the Head of Administrative Unit or Head of School or equivalent.
immediate family	means a partner or former partner of the staff member, a child, step-child, grandchild, step-grandchild, parent, step-parent, grandparent, step-grandparent, brother (including half-brother), sister (including half-sister), step-brother or step-sister of the staff member or their partner or former partner.
manager	means the person nominated by the University from time to time as the staff member's immediate supervisor or a person nominated by the University to act as the manager for a particular matter.
medical certificate	means a certificate issued by a person registered or licensed as a practising health practitioner, within the practitioner's registered area of practice or licence.
parental leave	means a period of adoption leave, maternity leave, partner leave or special maternity leave for the purpose of the birth, adoption and caring for a child.
primary care giver	means a staff member who has principal responsibility for providing care and attention for the staff member's child.
risk period	means a stated period when it is inadvisable for a pregnant staff member to continue in her present position due to illness or risks arising out of her pregnancy or hazards connected with that position.
union	means either or both of the Community and Public Sector Union (CPSU) and the National Tertiary Education Union (NTEU).

7 Leave guidelines

- (1) The Director, Human Resources may approve guidelines relating to this policy, after consulting with appropriate stakeholders.
- (2) Any such guidelines must be published on the staff intranet.
- (3) The Director, Human Resources is responsible for maintaining the currency of the guidelines.

8 General provisions

- (1) The University provides a range of leave options and seeks to manage leave in a way that:
 - (a) assists staff in managing their work and personal responsibilities;
 - (b) integrates leave planning into workload planning;
 - (c) meets the needs of the University's strategic and operational objectives; and
 - (d) complies with relevant legislative and regulatory obligations.
- (2) All leave must be approved by a staff member's manager, except for parental leave and leave without pay which require approval by the relevant Head.
- (3) A staff member on leave, including leave without pay, remains employed by the University.
- (4) All leave entitlements apply to part-time staff on a pro rata basis.
- (5) Schedules 1 and 2 to this policy summarise leave entitlements provided by the *Enterprise Agreement*. If there is any inconsistency between these schedules and the *Enterprise Agreement*, the *Enterprise Agreement* prevails.

9 Planning leave

- (1) Staff members and their manager or Head, as applicable, are jointly responsible for planning leave.
- (2) A staff member is responsible for:
 - (a) discussing the proposed timing of the leave with their manager or Head before applying for leave; and
 - (b) applying for leave with the appropriate notice and in the manner published on the [staff intranet](#).
- (3) Managers or Heads are responsible for:
 - (a) assessing the impact of staff members' leave preferences on the unit's workload and operational requirements before agreeing to leave plans; and
 - (b) approving the leave where appropriate, in the manner published on the [staff intranet](#).
- (4) The HR Service Centre is responsible for maintaining records of all leave taken by staff and for assisting with leave queries.

Note: Refer to the staff intranet for further information on [applying for and approving leave](#).

10 Annual leave

- (1) Annual leave plans should be included in workload planning for each staff member.
- (2) Staff should take annual leave:
 - (a) regularly, to support their health and wellbeing and to maintain a work life balance; and
 - (b) in the year that their leave accrues, unless their manager approves a longer term annual leave plan.

- (3) Managers should not approve leave that will result in a negative annual leave balance when the leave is taken; but may use discretion for staff on fixed term contracts who are required to use all their annual leave before their contract ends.

Note: For further information on annual leave and entitlements see [clauses 164 -179](#) of the *Enterprise Agreement* and the [staff intranet](#).

11 Personal leave

- (1) Sick and carer's leave form part of a staff member's personal leave entitlements and allow a staff member to take leave;
- (a) when they are not fit for work due to personal illness or injury; or
 - (b) to provide care or support to a member of their immediate family or household due to a personal illness or injury or an unexpected emergency.
- (2) Personal leave should not be used for routine or scheduled medical appointments, but medical appointments attended during periods of personal illness or injury when a staff member is unfit for work may be covered by personal leave.
- (3) Where routine medical appointments cannot be scheduled outside of normal working hours, a staff member and their manager should discuss and agree on flexible working hours to accommodate a medical appointment.

Note: Refer to [schedule 4, clauses 11-16](#) of the *Enterprise Agreement*.

- (4) A staff member must provide a medical certificate:
- (a) for any single absence of five working days or more; or
 - (b) after being notified that they have taken five separate periods of personal leave in the previous 12 month period without providing a medical certificate.
 - (i) A medical certificate will be required for any future absences.
 - (ii) This requirement will be reviewed by the staff member's manager after a 12 month period.

Note: For further information on personal leave and entitlements see [clauses 180 – 184](#) and [clauses 192 - 193](#) of the *Enterprise Agreement* and the [staff intranet](#).

12 Long service leave

- (1) Long service leave recognises a staff member's length of continuous service at the University. Staff are encouraged to take their entitlement to long service leave soon after it accrues and this should be included in longer term workload planning.
- (2) A staff member is entitled to paid long service leave after 10 years' continuous service in accordance with the *Enterprise Agreement*.

Note: See clauses [194](#) and [196](#) of the *Enterprise Agreement*.

- (3) A staff member and their manager must agree on appropriate timing for the leave, otherwise the matter will be referred to the Delegated Officer (Staffing) for a decision.
- (4) No long service leave entitlement accrues in relation to periods of leave without pay totalling more than five days in a 12 month period.

Note: For further information on long service leave and entitlements see [clauses 194 – 205](#) of the *Enterprise Agreement* and the [staff intranet](#).

(5) **Prior service at another Australian university**

- (a) The University will recognise prior service at another Australian university for the purposes of long service leave if the staff member:
- (i) commenced employment with the University on or after 1 January 1974;
 - (ii) has prior continuous paid service with another New South Wales university, or with another Australian university which grants transferability of long service leave; and
 - (iii) has no more than two months break in service between the end of employment with their releasing university and their commencement date at the University, but the period of the break will not count as service.
- (b) Only continuous service from 1 January 1969 will be recognised.
- (c) A staff member must apply to have their prior service recognised at the time of appointment, but no later than two months after commencement.

Note: For further information on applying to have prior service recognised, refer to the [staff intranet](#).

- (d) A staff member with recognised eligible service from another Australian university will not accrue any further entitlement to long service leave:
- (i) which has already been taken; or
 - (ii) for which they are eligible to be, or have been, paid out;
- but
- (iii) such periods will count as service for the purpose of calculating a staff member's long service leave accrual rate in accordance with the long service leave entitlement provisions in the *Enterprise Agreement*.

Note: Refer to [clauses 194-195](#) in the *Enterprise Agreement*.

- (e) A staff member with recognised prior service from another Australian university must complete a minimum of five years' continuous service at the University of Sydney before they become eligible to take long service leave or receive payment in lieu of leave.
- (f) Payment in lieu of leave will be made if a staff member:
- (i) retires after the age allowable for retirement by their superannuation fund;
 - (ii) receives a disability pension from their superannuation fund; or
 - (iii) dies.

(6) **Prior service at the University of Sydney**

- (a) A staff member who re-commenced employment at the University prior to 16 January 2014 will have all periods of prior service at the University recognised for the purpose of accruing long service leave.
- (b) A staff member who re-commenced employment at the University on or after 16 January 2014 will only have periods of prior service at the University recognised for the purpose of accruing long service leave if the break in service was:
- (i) no more than six months, for contract research staff; or
 - (ii) no more than two months, for other staff.

(c) The period of any break in service will, however, not count as service.

Note: For further information on prior service refer to the staff intranet.

13 Compassionate leave

(1) A staff member is entitled to paid compassionate leave in the event of the death or serious illness of a member of their immediate family or household. Up to two days' leave will be granted on each occasion that leave is required.

Note: Refer to [clause 188](#) of the *Enterprise Agreement*.

(2) Casual staff are entitled to be unavailable to attend work upon the death of an immediate family or household member. There is no payment for any period of non-attendance.

14 Special leave

(1) Special leave applies to atypical circumstances beyond a staff member's control in which their involvement is deemed appropriate for personal, cultural or religious reasons.

(2) A staff member may be granted up to three days paid special leave per year for absences from work for which other leave types are not suitable.

(3) Staff who apply for and take leave for cultural or religious reasons must not be disadvantaged or victimised.

(4) A staff member may apply to the Delegated Officer (Staffing) for additional special leave where they can demonstrate exceptional circumstances.

(5) Special leave:

(a) does not accrue or accumulate;

(b) cannot be taken during any other period of leave; and

(c) must not be approved for everyday family responsibilities where there is no element of urgency or where other leave may be more appropriate, such as annual leave, or flexible working hours.

(6) Circumstances which may qualify for special leave include:

(a) emergencies, such as house fire or hail damage, excluding participation in emergency services which is more appropriately covered by emergency services leave;

(b) receiving Australian citizenship, which includes attendance for an interview with the Department of Home Affairs and the citizenship ceremony;

(c) for cultural or religious reasons, noting that:

(i) normally only one day per year of cultural or religious leave may be taken as paid special leave;

(ii) casual staff, within the terms of their employment and without prejudicing future employment offers, can reject an offer of casual work and consequently salary, on a day that is culturally or religiously significant to them;

(iii) Aboriginal and Torres Strait Islander staff are entitled to up to an additional five days paid special leave to attend to cultural and ceremonial obligations;

- (iv) special leave will not be approved merely because a day is declared a public holiday in a country outside Australia.
 - (d) moving house (a maximum of one day paid special leave per year);
 - (e) leave during notice of redundancy (up to one day special leave per week (pro rata) during the notice period for the purposes of seeking other work, outplacement service or financial advice). This is in addition to the three days paid special leave provided under **sub-clause 14(2)**.
- Note:** For further information on special leave refer to the [staff intranet](#).

15 Research and professional development leave

- (1) A staff member is entitled to research or professional development leave in accordance with the *Enterprise Agreement*
Note: See [clauses 231-236](#) of the *Enterprise Agreement* and the [staff intranet](#).
- (2) In addition, professional staff may also be entitled to career development leave in accordance with the *Enterprise Agreement*.
Note: See [clause 232](#) of the *Enterprise Agreement* and the [Career Development Leave – General Staff Policy and Procedures](#)

16 Parental leave

- (1) A staff member is entitled to parental leave in accordance with the *Enterprise Agreement*; eligibility depends on a staff member's type of employment and length of service.
Note: See [clauses 206-230](#) of the *Enterprise Agreement*.
- (2) In addition to the parental leave provisions in the *Enterprise Agreement*, the following provisions apply.
- (3) **Commencement of maternity and adoption leave**
 - (a) A staff member may commence maternity or adoption leave up to six weeks prior to the expected date of birth or placement of the child.
 - (b) A staff member may commence maternity or adoption leave at an earlier date for health reasons or if approved by the Delegated Officer (Staffing).
 - (c) Maternity or adoption leave commences no later than the date of birth or placement of the child.
- (4) **Approval for parental leave**
 - (a) The relevant Head is responsible for approving parental leave applications.
Note: Refer to the [staff intranet](#) for further information on approving parental leave.
- (5) **Other paid leave during parental leave**
 - (a) Any paid annual leave or long service leave taken within a period of parental leave will count as part of the 52 week parental leave period, or of the 104 week period if approval has been given for extended parental leave.
- (6) **Special Studies Program**
 - (a) Where a staff member is on a Special Studies Program (SSP) when the birth or placement of their child occurs and they are the primary care giver,

parental leave will commence from that date and SSP will be deferred until after the period of parental leave.

(7) **Replacement staff member**

- (a) If a replacement staff member is employed temporarily to fill a position due to parental leave, the replacement staff member must be informed that:
- (i) their employment is due to another staff member's absence on parental leave; and
 - (ii) is subject to termination or variation by the University according to the parental leave arrangements of the staff member being replaced.

(8) **Performance planning and development**

- (a) A staff member and their manager must complete the staff member's performance planning and development review before the staff member commences parental leave, even if the full 12 month review period has not yet been completed.

Note: Refer to clause 15 of the [Performance Planning and Development Policy](#).

(9) **Work health and safety**

- (a) If a pregnant or breastfeeding staff member is:
- (i) having difficulty in performing their normal duties; or
 - (ii) exposed to a health risk
- their manager must take reasonable measures to accommodate the staff member's requirements. This may include arranging alternative duties. Where appropriate the manager may consult with the [Injury Management unit](#) or [HR Advisor](#).
- (b) Where there is no safe job or duties available for a pregnant staff member:
- (i) continuing and fixed term staff are entitled to paid no safe job leave for the risk period that they would otherwise have worked;
 - (ii) casual staff who are covered by [clause 212](#) of the *Enterprise Agreement* are entitled to unpaid no safe job leave for the risk period that they would otherwise have worked.
- (c) This entitlement ceases on the first to occur of:
- (i) a safe job is provided;
 - (ii) the risk period ends; or
 - (iii) when maternity leave commences.

Note: For further information on parental leave refer to the [staff intranet](#).

17 **Community service leave**

- (1) A staff member may be absent from duty on authorised leave if they are engaging in an eligible community service activity.

(2) **Jury service**

- (a) A staff member will be granted leave to serve as a juror in a court of law for the period of attendance required.

Note: See [clauses 237-239](#) of the *Enterprise Agreement* and the [staff intranet](#).

- (b) Casual staff are entitled to be absent from work for the purpose of serving as a juror. There is no payment from the University for any period of non-attendance while on jury service.
- (3) **Defence leave**
 - (a) A staff member who serves on a part-time basis in the Australian Defence Force Reserve may apply for paid leave to attend training and operational duty.
Note: See [clauses 240-243](#) of the *Enterprise Agreement* and the [staff intranet](#).
- (4) **Emergency services leave**
 - (a) A staff member may apply for emergency services leave where they are required to participate in a voluntary emergency management service which is dealing with an emergency or natural disaster.
Note: See [clauses 244-246](#) of the *Enterprise Agreement* and the [staff intranet](#).
 - (b) Casual staff are entitled to be absent from work if required to participate in a voluntary emergency service. There is no payment for any period of non-attendance.
- (5) **Witness leave**
 - (a) Where a staff member is required to attend a court or tribunal hearing as a witness, the *Enterprise Agreement* specifies how such an absence will be regarded.
Note: See [clause 249](#) of the *Enterprise Agreement* and the [staff intranet](#).

18 Domestic violence leave

- (1) A staff member is entitled to paid domestic violence leave in accordance with the *Enterprise Agreement*.
Note: See [clauses 189-191](#) of the *Enterprise Agreement*.
- (2) The University also provides a range of workplace support measures as provided in the [Domestic Violence Support Procedures](#).
- (3) Casual staff are not eligible for paid domestic violence leave, but are entitled to access the workplace support measures provided by the [Domestic Violence Support Procedures](#).

19 Leave without pay

- (1) The relevant Head is responsible for approving leave without pay.
- (2) A staff member may be granted leave without pay:
 - (a) at the University's discretion; and
 - (b) if the relevant Head believes the leave will not be detrimental to the interests of the faculty, school or administrative unit.
- (3) **Circumstances which may qualify for leave without pay**
 - (a) Sick leave without pay may be approved when all paid sick leave is exhausted and the absence is supported with a medical certificate.



- (b) Parental leave without pay may be approved in accordance with the parental leave provisions, set out in **clause 16**.
- (c) Leave without pay for private purposes may be approved when a staff member has:
 - (i) had two years continuous service with the University; and
 - (ii) exhausted their annual leave, long service leave and any accrued flexible time off.
- (d) Leave without pay for professional purposes may be approved when a staff member has:
 - (i) had two years continuous service with the University; and
 - (ii) taken any excess annual leave.
- (4) The maximum period of leave without pay that may be approved is normally one year, except when a staff member takes leave without pay for professional purposes where it may be extended to two years.
- (5) Where a staff member engages in paid employment elsewhere while on leave without pay, this must be in accordance with the provisions in the [Code of Conduct - Staff and Affiliates](#).

Note: Refer to the [staff intranet](#) for further information on leave without pay.

20 Industrial relations leave

A staff member who is a member of a union is entitled to industrial relations leave in accordance with [clause 389](#) of the *Enterprise Agreement*.

21 Rescissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

- (a) Leave Without Pay Policy, which commenced on 26 March 2010
- (b) Long Service Leave (Recognition of Prior Service) Policy, which commenced on 16 April 2010
- (c) Parental Leave Guidelines, which commenced on 4 October 2013
- (d) Special Leave Policy, which commenced on 30 November 2005

NOTES

Leave Policy 2016

Date adopted:	7 September 2016
Date registered:	14 September 2016
Date commenced:	19 September 2016
Date amended:	5 June 2017 (administrative amendments only)
Date amended:	19 April 2018 (administrative amendments only)
Date amended:	27 April 2018 (administrative amendments only)
Administrator:	Director, Human Resources
Review date:	19 September 2021
Rescinded documents:	<i>Leave Without Pay Policy</i> <i>Long Service Leave (Recognition of Prior Service) Policy</i> <i>Parental Leave Guidelines</i> <i>Special Leave Policy</i>
Related documents:	Fair Work Act 2009 National Employment Standards Enterprise Agreement 2013-2017 University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016 Code of Conduct - Staff and Affiliates Domestic Violence Support Procedures Flexible Working Arrangements Policy Special Studies Program Policy Study Time Policy Work Health and Safety Policy

AMENDMENT HISTORY

Provision	Amendment	Commencing
Related documents	Updating reference to University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016	5 June 2017



14(6)(b)	Replace Department of Immigration and Border Protection with Department of Home Affairs	19 April 2018
Title	Administrative Amendment – note added policy is under review to reflect new Enterprise Agreement 2018	27 April 2018

SCHEDULE 1

Summary of leave entitlements

Leave type	Paid entitlement ¹		Staff category ²	Entitlement on anniversary, per calendar year or as specified	Governance: Enterprise Agreement 2013-2017
Annual leave	4 weeks per year of employment ³		All staff	anniversary	clauses 164-179
Personal leave – sick leave	<1 year service	*2 weeks	All staff <i>Casual staff may be eligible for unpaid sick leave.</i>	anniversary	clauses 180-184
	>=1 year service	*10 weeks credited annually			
	*Leave untaken in year of accrual is added to staff member's entitlement on anniversary of their appointment and remains a credit for 12 months				
Personal leave – carer's leave	10 days per year of employment - accrues progressively under the National Employment Standards of the <i>Fair Work Act 2009</i> and accumulates from year to year.		All staff <i>Casual staff may be eligible for unpaid carer's leave.</i>	anniversary	clauses 180-187
Compassionate leave	up to 2 days per occasion		All staff <i>Casual staff may be eligible for unpaid compassionate leave.</i>	per occasion	clause 188
Domestic violence leave	up to 20 days per year		All staff	calendar year	clauses 189-193
Long service leave	(a) 3 months leave on full pay (or 6 months on half pay) after 10 years' continuous service; (b) a further 9 calendar days' leave on full pay or 18 calendar days' leave on half pay, accruing proportionately, for each subsequent year of full-time service up to 15 years' service; and (c) a further 2 months and 15 calendar days on full pay or 5 months leave on half pay, accruing proportionately, for each subsequent period of 5 years continuous full-time service in excess of 15 years' service.		All staff <i>Casual staff are entitled to long service leave in accordance with the Long Service Leave Act 1955 (NSW) for service from 1 January 2010.</i>	anniversary	clauses 194-205
Parental leave	Refer to schedule 2 in this policy		Refer to schedule 2 in this policy	anniversary	clauses 206-230

¹ All entitlements apply to part-time staff on a pro rata basis

² Casual staff are not eligible for leave except where specifically stated

³ Seven day continuous shift-workers are entitled to 5 weeks' paid annual leave for each 12 months of continuous paid service

Leave type	Paid entitlement ¹	Staff category ²	Entitlement on anniversary, per calendar year or as specified	Governance: Enterprise Agreement 2013-2017
Research and professional development leave	up to 3 days per year after 12 months continuous paid service	Academic and Professional staff	anniversary	clauses 231-236
Career development leave	up to 5 days of accrued personal leave per year	Professional staff	anniversary	clause 232
Jury service	Paid leave for period of jury service	All staff	per occasion	clauses 237-239
Defence leave	4 weeks per year plus 2 weeks in the first year of defence service ⁴	All staff	calendar year	clauses 240-243
Emergency services leave	up to 3 days per year	All staff	calendar year	clauses 244-246
Witness leave	see clause 249 of the Enterprise Agreement	All staff	see clause 249 of the Enterprise Agreement	clause 249
Special leave	up to 3 days per year up to an additional 5 days per year to attend cultural/ ceremonial obligations	All staff Aboriginal and Torres Strait Islander staff	calendar year	clause 247 clause 15
Leave without pay	not applicable	All staff	not applicable	clause 248
Industrial relations leave	up to 6 days in a calendar year	Union members	calendar year	clause 389

⁴ With the exception of the additional 2 weeks in the first year of service, leave can be accumulated and taken over a period of 2 years.

SCHEDULE 2

Summary of parental leave entitlements

Entitlement	Parental Leave	Pro-rata Paid Maternity Leave		Paid Maternity / Adoption Leave		Enhanced Maternity/ Adoption Leave or Benefits	Paid Short Partner Leave	Personal Leave	Unpaid Short Partner Leave	Extended parental Leave
		1 week per month of service at full pay	2 weeks per month of service at half pay	14 weeks at full-pay	28 weeks at half pay					
	52 weeks Leave Without Pay	1 week per month of service at full pay	2 weeks per month of service at half pay	14 weeks at full-pay	28 weeks at half pay	equivalent to 22 weeks salary	5 days full pay	Up to 5 days full pay	10 days	over 52 weeks up to 104 weeks
Casual	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Casual regular & systematic	YES	NO	NO	NO	NO	NO	NO	NO	NO	YES
Partner	YES	NO	NO	NO#	NO#	NO#	YES	YES	YES	YES
Female staff* Less than 12 months paid service	YES	YES	YES	NO	NO	NO	NO	NO	NO	YES
Female staff * 12 – 24 months continuous paid service	YES	N/A	N/A	YES	YES	NO	NO	NO	NO	YES
Female staff* 2 years or more continuous paid service	YES	N/A	N/A	YES	YES	YES**	NO	NO	NO	YES

* A female staff member (continuing or fixed-term) who is pregnant or is adopting a baby.

** For staff members on fixed term contracts or on subsequent maternity leave applications, there are additional criteria which need to be fulfilled (see the [parental leave section](#) of the staff intranet)

If both partners work for the University some maternity leave entitlements may be shared.