

HDR scholarship **paid maternity leave request**

Please complete and scan this form and send it to: hdrac.scholarships@sydney.edu.au

IMPORTANT INFORMATION

Holders of higher degree by research scholarships whose conditions of award entitle them to additional paid maternity leave should use this form. Please note this entitlement does not generally extend to top-up scholarship(s) that the student may hold. **Holders of a NHMRC scholarship** should use a separate for addressing requirements for that award.

A maximum 84 calendar days paid maternity leave may be requested

In addition to submitting this form, which relates to payment of your scholarship while on maternity leave, you must login to Sydney Student and submit a request for a period of paid leave from your studies. Scholarship payments cannot be made if your candidature is suspended or if a different type of leave of absence is recorded

Holders of certain research awards who have completed 12 months of their award are entitled to a maximum of 12 weeks paid maternity leave during the tenure of the award. Unpaid maternity leave during the first 12 months of the award may be accessed through suspension provisions. **Students applying for paid maternity leave must lodge the leave application at least four weeks prior to the expected date of confinement.** Periods of paid maternity leave are added to the normal duration of the award. Periods of additional paid leave are added to the normal duration of the award and details of the revised scholarship end date will be included in a confirmation letter after the leave has been processed

Please attach a **medical certificate stating the expected date of confinement** to your application

Scholarship holders who do not wish to resume their studies immediately following paid maternity leave, should contact the Higher Degree by Research Administration Centre (HDRAC) to discuss formal suspension of studies and scholarship(s)

Incomplete or unsigned forms will not be accepted

Contact us:

Higher Degree by Research Administration Centre
(HDRAC) Level 5, Jane Foss Russell Building G02
The University of Sydney NSW 2006
Telephone +61 2 8627 4343
Email hdrac.scholarships@sydney.edu.au

SECTION 1: STUDENT DETAILS

Name		
Student ID number		
Payroll ID number (refer to your payslip)		
University email address		
Best contact telephone number		
Degree		
Attendance	Full-time	Part-time
Faculty		
School, department or discipline		
Name of scholarship(s)		

SECTION 2: PAID MATERNITY LEAVE REQUEST

I have submitted a request for paid leave in Sydney Student	Yes	No
I have attached a medical certificate setting out the expected date of confinement	Yes	No
First day of leave		
Last day of leave <i>A maximum 84 calendar days is permitted</i>		
Further remarks		
Scholarship holder's signature		
Date		

SECTION 3: OFFICE USE

Job #	Class		
Previous leave (if applicable)			
Paid leave request in Sydney Student	Submitted	Approved	
Has the scholarship been held for a minimum 12 months? Yes/No If no, what period			
Leave booking – Reason	Sick	Maternity	
Paid leave start date			
Paid leave end date			
Occupancy Insert new row STA	Start date		
Change current end date from:	Revised (new) end date:		
Change current increment date from:	Revised increment date:		
<input type="checkbox"/> Checked/sent	<input type="checkbox"/> Entered: leave, occ, allowance dates	<input type="checkbox"/> Paid	<input type="checkbox"/> Dates in Sydney Student