



Career Advancement Fund for Female Academics Returning from Maternity Leave Procedure

Policy Hierarchy link			
Responsible Officer		Director, Human Resources	
Contact Officer		Executive Officer, Human Resources	
Superseded Documents		None	
File Number		2010/00637	
Associated Documents		HR45: Career Advancement Fund Application Form	
Version	Authorised by	Approval Date	Effective Date
1.0	Executive Director, University Services	15 March 2010	15 March 2010

1. Purpose and Scope

On 1 June 2003 the University established a fund to assist both continuing and fixed-term full-time and fractional female academics to re-establish and advance their careers, after returning from a period of maternity leave.

This procedure applies to female academics returning from maternity leave, Heads of School, Client Service Accountants, Human Resources Consultants, Executive Officer Human Resources and Director Human Resources.

2. Procedure

2.1 Conditions

(a) Access to funds

The employee may access the funds for any legitimate University purpose that meets the goal of the fund, and must be authorized by the Head of School. This may include (but not necessarily be restricted to):

- Research assistance;
- Purchase of equipment or consumables for research purposes;
- Professional development (conferences or courses) related to teaching or research;
- Employment of casual teachers in order to reduce teaching loads to enable the academic to focus on their research.

All equipment purchased from the fund becomes the property of UNSW.

The funds are not a grant provided directly to the employee. The funds will be transferred in two equal instalments into a project account within the school/centre established by the faculty Client Service Accountant. The initial instalment will be transferred into the project account when the application has been approved by the Director, Human Resources and the second instalment transferred at the request of the Client Service Accountant when the initial funds have been exhausted.

(b) Availability

The funds are available to the employee for a period of up to 2 years from the date the application is approved by the Director, Human Resources. The application must be received by the Director, Human Resources within three months of the academic's return to work immediately following a period of maternity leave and, if taken, concurrent other leave such as annual leave.

The Executive Officer, Human Resources will review the status of the project account in December and January to ensure the availability of funds to the academic continues across budget years.

At the end of the 2 year period or on termination of employment of the academic, any unspent funds will be transferred to the Career Advancement Fund central account by the Executive Officer, Human Resources.

(c) Exclusions

The funds must not be used for expenditure that will incur Fringe Benefits Tax (FBT). That is, expenditure that provides a direct benefit to the employee and/or their associates (e.g. spouse, relative, and partner). Examples of items subject to FBT include childcare, motor vehicle and entertainment expenses. Further clarification on FBT liability can be sought from the faculty Client Service Accountant.

2.2 Eligibility

All full-time and fractional female academics returning from maternity leave are eligible to access the fund. This includes female academics on research grants (e.g. ARC/NHMRC) returning from maternity leave.

A female academic who has taken adoption leave is eligible to access the fund.

The fund is not available to casual academic staff.

2.3 Funds Available

The amount of funds available to each female academic is based upon the full-time or fractional appointment held by the academic **prior** to her commencement of maternity leave.

The maximum amount available is \$10,000 per academic appointed on a full-time basis, per period of maternity leave. An academic employed on a fractional basis is eligible for a percentage based on their fractional appointment. For example an academic on a 0.6 appointment would be eligible for funding of \$6,000.

2.4 Applications

Applications are to be made on the [Career Advancement Fund Application Form HR45](#) and authorized by the Head of School.

The faculty Client Service Accountant is required to create a project account titled "[name of academic staff member] Career Advancement Fund".

All requests are to be forwarded to the Director, Human Resources.

Each request will be notified in writing by the Director, Human Resources when the funds are available in the nominated project account.

3. Review & History

The procedure will be reviewed every 2 years.

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Executive Director University Services	15 March 2010	15 March 2010	