



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Superseded Documents		None	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
1.1	Executive Director University Services	29 November 2011	1 January 2012

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, Finance Manager, 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 employee may incur expenditure, up to the value of the allocation approved by the Director Human Resources, to a project account within the school/centre established by the faculty Finance Manager.

(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 annually in December and transfer sufficient funds to clear the expenditure prior to the Finance year-end operational close-off.

(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 Finance Manager.

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 Finance Manager is required to create a project account titled "Career Advancement Fund [Surname, First name of academic staff member]".

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

Each request will be notified by the Director, Human Resources advising the amount of the funds allocated.

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	New Policy
1.1	Executive Director University Services	29 November 2011	1 January 2012 to 15 June 2017	Section 1, 2.1(a), 2.1(b), 2.1(c), 2.4

Archived Document