



Version	Approved by	Approval date	Effective date	Next review
1.3	Vice-President, Human Resources	8 November 2018	8 November 2018	January 2015
Procedure Statement				
Purpose	<p>The University has established a fund to assist both continuing and fixed-term full-time and fractional female academics to re-establish and advance their careers during or following a period of maternity/adoption leave.</p> <p>This procedure sets out the conditions, funding and application process for this fund.</p>			
Scope	<p>This procedure applies to female academics returning from maternity/adoption leave or intending to access maternity/adoption leave.</p>			
Are Local Documents on this subject permitted?	<input type="checkbox"/> Yes, however Local Documents must not breach mandatory requirements in University-wide Codes of Conduct, Policies, Standards and Procedures.			<input checked="" type="checkbox"/> No
Procedure Processes and Actions				

1. Conditions

1.1. Access to funds

The employee may apply for access to the funds for a legitimate University purpose that meets the goal of the fund. Funds are accessible following authorisation from the Head of School/Centre.

Legitimate University purposes include (but are not restricted to):

- Research assistance during or following a period of maternity/adoption leave
- 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.

When authorising an application for funds to be used during the period of maternity leave, the Head of School/Centre should consider how the School proposes to provide appropriate supervision cover for the staff member on maternity/adoption leave. It is not expected nor appropriate that a staff member who is on a period of maternity / adoption leave would have supervisory responsibility. Rather it is envisaged that supervision would be administered by the School/Centre during the period of maternity / adoption leave taken by the academic staff member. Any such arrangements would be considered by the Vice President, Human Resources in assessing the application.

The funds are not a grant provided directly to the employee. Employee expenditure up to the value approved by the Vice-President, Human Resources, will be allocated from an authorised project account established by the faculty Finance Business Partner within the School/Centre.

1.2. Availability

The funds will be available to the employee for a period of up to two years from the date the application is approved by the Vice-President, Human Resources.

The status of the project account will be reviewed in December of each year by a delegated officer in the Division of Human Resources. Arrangements will then be made to transfer sufficient expenditure funds prior to the Finance year-end operational close-off.

1.3. 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. Eligibility

All full-time and fractional female academics on, or returning from, maternity/adoption leave are eligible to apply to access the fund. This includes female academics on research grants (e.g. ARC/NHMRC). The fund is not available to casual academic staff.

Academic staff wishing to apply for funds to engage a research assistant while they are on maternity/adoption leave may do so once their leave has been approved and prior to taking maternity/adoption leave. Academic staff wishing to apply for funds on their return from maternity/adoption leave must submit their application within three months of their return to work immediately following the period of maternity/adoption leave and, if taken, concurrent other leave, such as annual leave.

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 their commencement of maternity/adoption leave.

The maximum amount available is \$10,000 per academic appointed on a full-time basis, per period of maternity/adoption 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.

4. Applications

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

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 Vice-President, Human Resources.

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

Accountabilities	
Responsible Officer	Vice President, Human Resources
Contact Officer	Executive Assistant, Human Resources
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: Nil
Parent Document (Policy)	Nil
Supporting Documents	HR45: Career Advancement Fund Application Form
Related Documents	Nil

Superseded Documents	Career Advancement Fund for Female Academics returning from Maternity Leave Procedure, version 1.2			
File Number	2018/18499			
Definitions and Acronyms				
	No terms have been defined.			
Revision History				
Version	Approved 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	Section 1, 2.1(a), 2.1(b), 2.1(c), 2.4
1.2	Administrative update by the Director of Governance	16 June 2017	16 June 2017	Updated link to the form; updated title of Vice-President, Human Resources, and refreshed the template.
1.3	Vice-President, Human Resources	8 November 2018	8 November 2018	Sections 1.1, 1.2 and 2.0 and 3.0.