



Version	Approved by	Approval date	Effective date	Next review
1.2	Administrative update by the Director of Governance	16 June 2017	16 June 2017	January 2015
Procedure Statement				
Purpose	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 sets out the conditions, funding and application process for this fund.			
Scope	This procedure applies to female academics returning from maternity leave.			
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 access the funds for any legitimate University purpose that meets the goal of the fund, and must be authorised 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 Vice-President, Human Resources, to a project account within the school/centre established by the faculty Finance Manager.

1.2. 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 Vice-President, Human Resources.

The Executive Assistant to the Vice-President, 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.

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 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.

To be eligible the application must be received by the Vice-President, 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.

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.

4. Applications

Applications are to be made on the [Career Advancement Fund Application Form HR45](#) and authorised 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 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	Director, 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 1.1
File Number	2010/02664
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.