



MANAGING FAMILY RESPONSIBILITIES

For Partners

Western Sydney University understands the challenges faced by staff in balancing work and family responsibilities. Our University seeks to support its staff in maintaining their career objectives, and recognises the importance of providing opportunities to facilitate shared caring arrangements. A workplace that supports both individual and overall organisational needs in navigating these responsibilities improves staff progression and retention and boosts workplace diversity and inclusiveness.

PARTNER LEAVE OPTIONS



Partner leave can be taken by a staff member in connection with the birth or adoption of their child. The term 'Partner' includes a spouse, de-facto spouse, and partners of the same sex.

Paid Partner Leave

The University provides ongoing and fixed term staff who have completed at least 1 year of continuous service with 2 weeks of paid partner leave, to be taken at the time of birth or adoption of their child.

Paid Partner Primary Carer Leave

An additional 6 weeks of paid partner leave is available for staff who are to become the primary carer of their child within 12 months after birth or adoption (providing up to a total of 8 weeks paid partner leave).

Unpaid Leave

Partners who are the primary carer of their child are also entitled to take up to 50 weeks of unpaid leave (reduced by the amount of any paid partner leave taken) within the first 12 months of the birth or adoption of their child. Casual staff who have been engaged by the University on a regular and systematic basis for at least 12 months are entitled to 12 months of unpaid leave in accordance with the *Fair Work Act*. Staff may also be entitled to access the

Federal Government's Dad and Partner Pay, which allows partners to access up to 2 weeks of government-funded pay at the rate of the national minimum wage when on unpaid leave.

Return to Work Options

Following a period of partner leave, a staff member may request to return to work on reduced hours for a defined period by giving 4 weeks' notice. Staff should discuss such arrangements with their Manager/Supervisor.

OTHER LEAVE OPTIONS

Purchased Additional Leave

The University recognises the interdependency of work and family obligations, and understands there may be instances where a staff member requires time away from work in addition to their standard leave entitlements. Full-time ongoing and fixed term staff who have completed at least 1 year of continuous service are eligible to apply to purchase 4 additional weeks of annual leave under the PAL Scheme. Visit: www.westernsydney.edu.au/human_resources/ohr/leave/pal_scheme for more information.

For more information on any of these leave options speak to your local HR Advisor or visit:
www.westernsydney.edu.au/human_resources/ohr/leave



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FLEXIBLE WORK OPTIONS

WSU understands that certain personal circumstances, such as managing carer responsibilities, may create additional challenges for staff in balancing their work and personal priorities. To assist with managing these challenges, the University offers a range of flexible work options.

Examples of flexible work options include:

- Adjusting start and finish times to accommodate carer responsibilities
- Opting into the Flexible Hours of Work Scheme (Professional staff)
- Requesting an individual flexibility arrangement in accordance with the applicable enterprise agreement
- Requesting a flexible working arrangement in accordance with the applicable enterprise agreement
- Requesting to work remotely (from home or other off-campus locations)
- Adjusting your on-campus location.

There are a number of situations where options to work flexibly might be appropriate. Staff are encouraged to review our [Workplace Flexibility Policy](#) and discuss these options with their Manager or HR Advisor.



QUERIES AND ASSISTANCE

- Staff members should contact their HR Advisor.
- Supervisors should contact their Senior HR Partner.
- Staff may also contact the Office of Equity and Diversity for advice and support.

MORE INFORMATION

Parenting Support Toolkit:

westernsydney.edu.au/equity_diversity/equity_and_diversity/gender_equality/parenting_support

Flexible Work Options:

westernsydney.edu.au/people_and_culture/opc/your_employment/flexible_work_options

westernsydney.edu.au/equity_diversity/equity_and_diversity/gender_equality/flexible_working_arrangements

Workplace Flexibility Policy:

<https://policies.westernsydney.edu.au/document/view.current.php?id=137>

Managing Family Responsibilities

westernsydney.edu.au/human_resources/ohr/leave/managing_family_responsibilities

Enterprise Agreements

westernsydney.edu.au/human_resources/ohr/uws_enterprise_agreements