

# Staff Connect Self Service User Guide Parental Leave

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## OVERVIEW

The parental leave online form is available through Staff Connect and can be used by employees seeking to apply for any of the following types of parental leave:

- Birth or adoption of a pre-school aged child
- Leave for partners
- Foster parent leave
- Child rearing leave
- Unpaid parental leave

### Quick Start

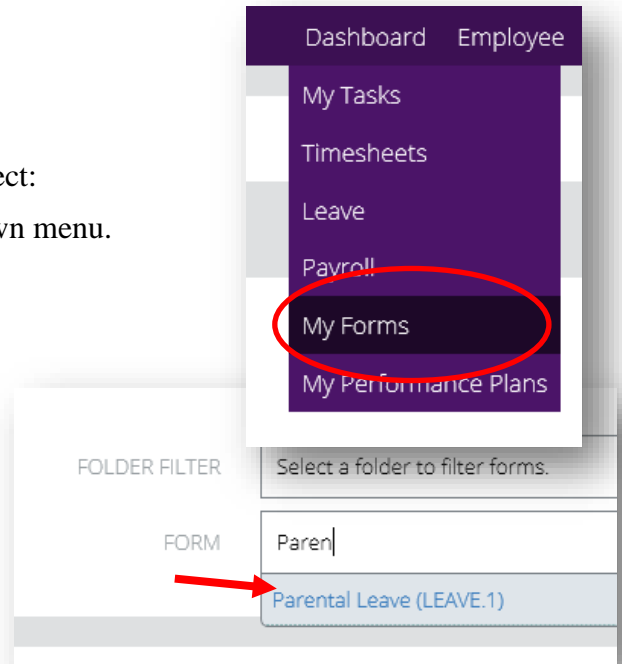
The following steps are a basic guide to creating and submitting a parental leave application:

1. Get in touch with your supervisor and discuss your parental leave options
2. Log into Staff Connect and create a new Parental Leave application form
  - a. Dashboard → My Forms → Parental Leave
3. Select the required leave type
4. Select a start date for your planned parental leave
5. Select payment type (if applicable for the selected leave type)
6. Take note of the return to work date calculated by the form
7. If required, supply a preferred return to work date (earlier or later return to work date)
  - a. If a later date is selected you will need to supply a breakdown of additional leave to be taken in order to fill the days between the calculated return to work date and your preferred return to work date.  
**NOTE: Additional leave will need to be applied for through the regular leave functionality in Staff Connect.**
8. Submit the parental leave form to supervisor for approval
9. Your Supervisor will review the leave form and confirm submission of additional leave (if additional leave was requested)
10. Supervisor approves additional leave and parental leave form
11. HR is notified and reviews the Leave entitlements, return date and additional leave
12. Parental Leave approval letter is sent to employee.

## 1. APPLYING FOR PARENTAL LEAVE

To create a new Parental Leave application in Staff Connect:

1. Select **My Forms** from the **Dashboard** dropdown menu.
2. Click the **+Add** button
3. Start typing **“Parental Leave”** in the **bottom search bar**.
4. Select the **Parental Leave** form from the search result list
5. **Review** your details and ensure all information is correct
6. Select the **type of Parental Leave** you are applying for
7. **Upload** any **supporting documents** supporting your parental leave application



*Note: Click in the first empty row of the supporting documents table to upload a document.*

### PARENTAL LEAVE

QUESTION	PARENTAL LEAVE	LEAVE FOR PARTNERS	FOSTER PARENT LEAVE	CHILD REARING LEAVE	UNPAID LEAVE
Leave Type	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Supporting Documentation

Relevant documents or medical certificates supporting your application for parental leave.

*NOTE: Click on the first line in the grid below to upload a document. For additional documents please add additional rows as required.*

<input type="checkbox"/>	DOCUMENT TYPE	DOCUMENT
<input type="checkbox"/>		

8. Select the date you wish to commence your parental leave.
9. Click **Next**

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*Note: Parental leave types vary significantly, instructions for each leave type is continued in dedicated sections below.*

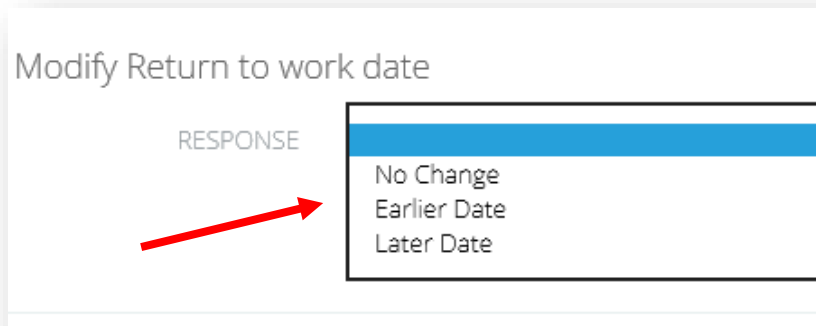
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## Birth or adoption of a pre-school aged child

1. Select the **payment type** you would prefer.

*Note: For more information about leave entitlements and payment types please refer to the [ACU Parental Leave Policy](#).*

2. Click next
3. Review your **calculated return to work date**
4. Select one of the following options regarding your return to work date:

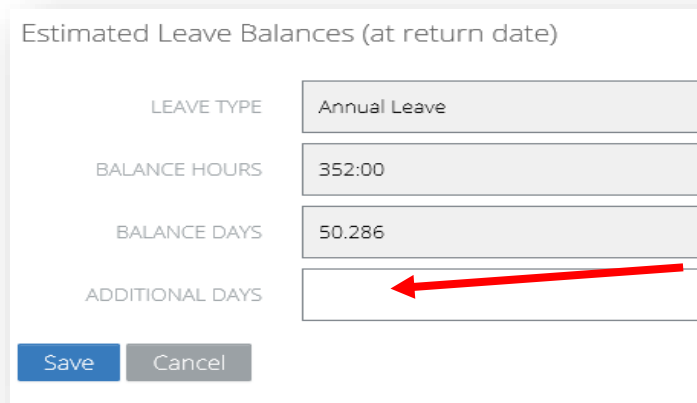


Modify Return to work date

RESPONSE

- No Change
- Earlier Date
- Later Date

5. To accept the calculated return to work date choose **No Change** and click next.  
\*\*\*For Later Date option\*\*\*
6. Review your **estimated leave balances** as calculated at your return to work date
7. **Click on the leave type** you plan to request additional leave for and supply the **amount of days**.



Estimated Leave Balances (at return date)

LEAVE TYPE	Annual Leave
BALANCE HOURS	352:00
BALANCE DAYS	50.286
ADDITIONAL DAYS	

Save Cancel

*Note: Additional leave information captured in the form is purely informational and will not be processed. Apply for additional leave through Staff Connect*

8. Click the **Process** checkbox and **Save the form**
9. Click **Submit**
10. Review the **workflow recipient** (this is normally your Supervisor).
11. Click **Submit**

## Leave for Partners

1. Click in the first row of the **Periods of Leave** table to enter the **leave type**, **date from** and **date to** for each of the entitlements you are applying for.

*Note: For more information about Partner Leave entitlements please refer to the [ACU Parental Leave Policy](#).*

Periods of Leave		
<input type="checkbox"/> LEAVE TYPE	DATE FROM	DATE TO
<input type="checkbox"/> Paid Leave	30/04/2018	22/05/2018
<a href="#">+ Add row</a>		

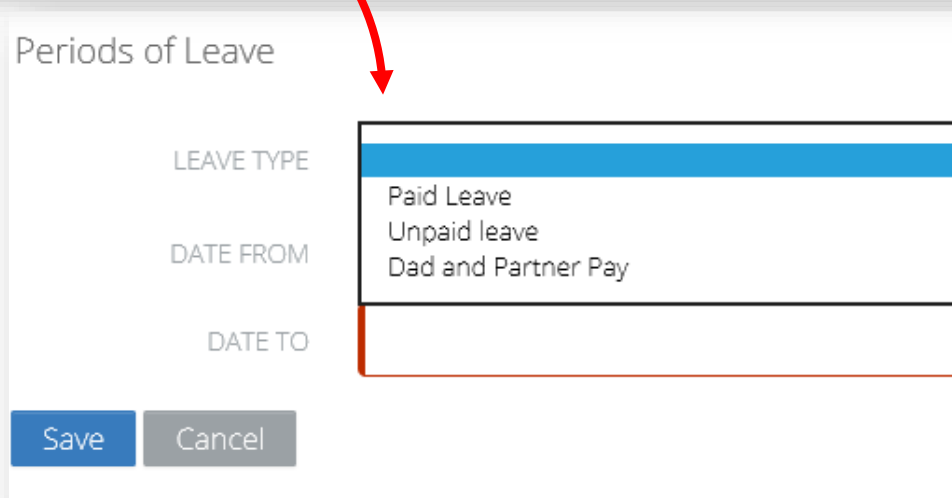
Periods of Leave

LEAVE TYPE

DATE FROM

DATE TO

Save Cancel

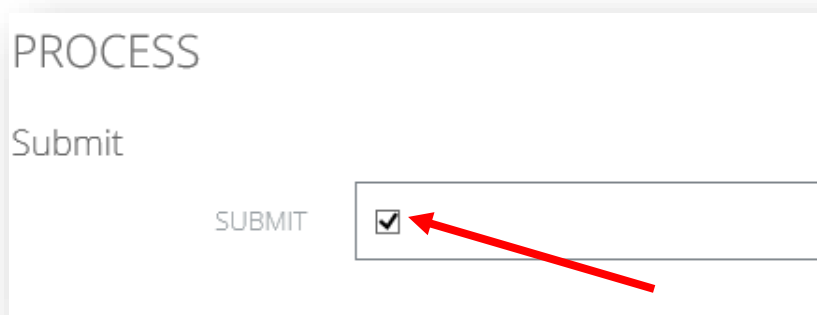


2. Click **Save**
3. Click the **+Add row button** to add additional types of leave to the Partner Leave application
4. Click the **Process** checkbox and click **Save**

PROCESS

Submit

SUBMIT



5. Click **Submit**
6. Review the **workflow recipient** (this is normally your Supervisor).
7. Click **Submit**

## Foster parent leave

1. Select the **age of the child** coming under your care


*Note: For more information about Partner Leave entitlements please refer to the [ACU Parental Leave Policy](#).*

QUESTION	YOUNGER THAN 5 YEARS	OVER 5 AND UNDER 16 YEARS
Child's Age	<input checked="" type="radio"/>	<input type="radio"/>


2. Review your **leave commencement and calculated return to work date**

### FOSTER PARENT LEAVE

Start Date

RESPONSE 27 Jun 2018 

Return to work

RESPONSE 8 Aug 2018 

### PROCESS

Submit

SUBMIT

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[Save](#)

3. Click the **Process** checkbox and click **Save**
4. Click **Submit**
5. Review the **workflow recipient** (this is normally your Supervisor).
6. Click **Submit**

## Child rearing leave


1. Review your **leave commencement and return to work date**

*Note: For more information about Partner Leave entitlements please refer to the [ACU Parental Leave Policy](#). TODO: Add Link*


### CHILD REARING LEAVE

Unpaid leave – Available immediately after a period of paid and/or unpaid parental leave and is renewable annually for no more than 52 weeks at any one time, and does not extend beyond the time a child reaches pre-school age

Start Date


RESPONSE  

Return to work

RESPONSE  

Proposed return to work

Please select a date below if you wish to request LESS than the maximum entitlement.

RESPONSE  

2. Select an earlier return to work date if you require **less** than the **maximum entitlement** of **52 weeks** child rearing leave.
3. Click the **Process** checkbox and click **Save**
4. Click **Submit**
5. Review the **workflow recipient** (this is normally your Supervisor).
6. Click **Submit**




## Unpaid Parental Leave

1. Select your proposed **return to work date**

*Note: For more information about Partner Leave entitlements please refer to the [ACU Parental Leave Policy](#).*


### UNPAID PARENTAL LEAVE

Start Date

RESPONSE 30 Apr 2018 


Proposed return to work

Maximum of 52 weeks.

RESPONSE  

### PROCESS

Submit

SUBMIT  

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[Save](#)

2. Click the **Process** checkbox and click **Save**
3. Click **Submit**
4. Review the **workflow recipient** (this is normally your Supervisor).
5. Click **Submit**

## 2. COMMON TERMS

<b>Accrued</b>	Balance as at your last accrual date.
<b>Available</b>	Leave balance less any pending leave.
<b>Balance</b>	Sum of your Accrued and Pro Rata leave.
<b>Pending</b>	Leave which you have applied for that has not been approved.
<b>Pro Rata</b>	Pro rata of your leave balance before it becomes a full entitlement.
<b>Duration</b>	When applying for leave, Full Day equates to one full day, Multiple Days means two or more full days and Part Day means part of one day.