<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Childcare Support for Women Academic Staff Policy</th>
</tr>
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<tbody>
<tr>
<td>Description of Policy</td>
<td>This policy outlines the type of support available, eligibility criteria and the terms under which the support is provided to female Academic Staff. This policy also sets out the application procedure when applying for childcare support.</td>
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| Policy applies to           | ☒ University-wide  
|                             | ☐ Specific (outline location, campus, organisational unit etc.)  
|                             | ☒ Staff Only  
|                             | ☐ Students Only  
|                             | ☐ Staff and Students |
| Policy Status               | ☐ New Policy  
|                             | ☐ Revision of Existing Policy |
| Description of Revision     | |
| Approval Authority          | Vice-Chancellor |
| Governing Authority         | |
| Responsible Officer         | Director, Human Resources |
| Approval Date               | 6 March 2008 |
| Effective Date              | |
| Date of Last Revision       | |
| Date of Policy Review*      | * Unless otherwise indicated, this policy will still apply beyond the review date. |
| Related Policies, Procedures, Guidelines and Local Protocols | |
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1. Background Information

As an affirmative action strategy, the University is committed to the ongoing support of women Academic Staff who have recently returned from approved parental leave. The University, as part of this strategy, will provide financial assistance for childcare expenses incurred in accordance with the terms and conditions set out in this policy.

2. Policy Statement

The University will provide up to $1,000 in the form of a reimbursement to women Academic Staff who, within three years of returning to ACU from approved parental leave, are presenting a refereed paper at an international conference held either within Australia or overseas. The reimbursement will relate to childcare expenses incurred as a result of presenting the refereed paper.

3. Policy Purpose

This policy informs staff of the type of support available, eligibility criteria and the terms under which the support is provided to women Academic Staff. This policy also sets out the application procedure when applying for childcare support.

4. Application of Policy

Eligibility

Childcare support assistance is available to full-time or part-time women Academic Staff who, within three years of returning to ACU from approved parental leave, are presenting a refereed paper at an international conference/s held either within Australia or overseas.

The childcare support assistance will be paid in the form of a reimbursement of childcare expenses incurred as a result of presenting at a conference, up to a maximum of $1,000.

Child care support assistance is available to eligible women staff, following each period of approved parental leave.

5. Procedures

Requests for Childcare Support Assistance for Female Academic Staff must be submitted on the relevant Application Form (see Section 8 of this document) and are also available from the Learning and Teaching Centre as well as on myACU (Human Resources - Policies and Procedures).

A staff member is required to discuss with her nominated supervisor her intention to request childcare support prior to attending any relevant conference and incurring any childcare expenses. The staff member must seek approval for childcare support assistance from her nominated supervisor on the appropriate Application Form.
In order to receive the reimbursement monies, the staff member must complete the Finance Payment/Reimbursement Form, attach the relevant receipts and have the payment authorised by their nominated supervisor. They should then send the authorised Reimbursement Form together with the approved Application Form to Finance for processing.

6. Policy Review

The University will develop a process for reviewing the effectiveness of this policy. Where applicable, the review will take account of necessary changes to other relevant University policies and procedures. Any staff member wishing to suggest improvements to this Policy and Procedures is invited to forward their suggestions to the Human Resources Advisory Service.

7. Further Assistance

Any staff member who requires assistance in understanding the Childcare Support for Women Academic Staff policy and procedures should first consult their nominated supervisor. Should further advice be required staff should contact the Human Resources Advisory Service.
Appendix 1

Application for Childcare Support for Female Academic Staff

Applicant Details

Name of Applicant

Position

Faculty/School

Campus/Location

Contact Details

Phone ( )

Fax ( )

Email

Name of Nominated Supervisor

Date of return from last Parental Leave

Conference Details

Title of Conference

Location of Conference

Date of Conference Presentation

Title of Refereed Paper

that you are presenting at the Conference

Details of this reimbursement claim

Amount being claimed $ ___

Have you previously received reimbursement for childcare expenses from ACU National in relation to the presentation of this Refereed Paper at any other Conference?

☐ Yes  ☐ No

If yes, when:

Amount of previous reimbursement $

Staff Member

Signature

Date: ___/___/_____

Nominated Supervisor

Signature

Date: ___/___/_____

All above details have been verified and payment is approved:

Please forward this approved application form together with a completed Finance Payment/Reimbursement form and relevant receipts to the Finance Department for processing.

Childcare Support for Female Academic Staff – Application Form