

<b>Name of Policy</b>	<b>Childcare Support for Women Academic Staff Policy</b>
<b>Description of Policy</b>	<i>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.</i>
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision	
<b>Description of Revision</b>	<i>This Policy has been updated to incorporate the provisions of the Australian Catholic University Staff Enterprise Agreement, 2010 - 2013</i>

### Human Resources Directorate

<b>Policy and Revision Number</b>	
<b>Original Effective Date</b>	
<b>Review Due Date</b>	
<b>Revision Effective Date</b>	
<b>Senate Approval Date</b>	
<b>Vice Chancellor's Approval Date</b>	04 October 2011

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## **1. Background Information**

As an Equal Opportunity for Women in the Workplace 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 \$1,250 in the form of a reimbursement to women academic staff members 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 members 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 \$1,250.

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 Director, Human Resources.

## **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 policy advice be needed, they should contact the Human Resources Consultant who is responsible for their local campus.

## Application for Childcare Support for Female Academic Staff

### Applicant Details

Name of Applicant \_\_\_\_\_

Position/Level \_\_\_\_\_ Academic Staff  Yes  No

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 Referred 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 in relation to the presentation of this Referred Paper at any other Conference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when:	Amount of previous reimbursement \$ _____

Staff Member \_\_\_\_\_

Signature  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**All above details have been verified and payment is approved:**

Nominated Supervisor \_\_\_\_\_

Signature  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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