

### For paid parental leave to which the provisions of the CSU Enterprise Agreement apply

As an initiative of the University's EEO Programme, Budget Centre Managers may apply for a contribution from central funds towards the cost of replacing a CSU staff member on paid parental leave.

The current entitlement for paid parental leave is up to 26 weeks' salary. The contribution is 100% of salary for the number of weeks of entitlement, at step one of the incumbent's classification level plus on costs.

Options for replacing the staff member on paid parental leave may include a short term contract appointment, a secondment, placement on higher duties, or casual appointment. Any further advice about replacing the staff member should be sought from the Division of Human Resources.

*Please forward to the Secretary, Finance Review Committee, Division of Finance, Wagga Wagga Campus within one year of the paid parental leave commencement date.*

#### To be completed by the Budget Centre Manager

Name of staff member taking paid parental leave: \_\_\_\_\_

School/Section/Centre: \_\_\_\_\_

Position Number: \_\_\_\_\_ Employee Number: \_\_\_\_\_ General Staff Position

Date of commencement of paid parental leave: \_\_\_\_\_ Academic Position

Please indicate the nature of arrangements that are in place to cover the staff member's workload while on paid parental leave:

To (School/Section/Account):	Fund	Orgn	Acct	119X (Academic) 139X (General)
------------------------------	------	------	------	-----------------------------------

\_\_\_\_\_  
**Name of Budget Centre Manager**

\_\_\_\_\_  
**Signature of Budget Centre Manager**

\_\_\_\_\_  
**Date**

**Submit to Finance**

#### To be completed by the Division of Finance

Level of appointment of staff member on paid parental leave:	
Fraction of employment of staff member on paid parental leave:	
Paid Parental Leave Entitlement (weeks):	
Weekly salary at step one of level	
Number of weeks	
Oncost amount	
<b>Amount of entitlement:</b>	

**Finance Officer**

**Finance Review Committee  
Approval No.**