

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Temporary Reduction of Employment Fraction for Family Care Purposes

Establishment: Council, 29 May 1997

Last Amended: Director, People and Culture, 5 March 2022

Nature of Amendment: Updates to policy title and language, duration and resumption of substantive position and tenure provisions

Date Last Reviewed:

Responsible Officer: Director, People and Culture

1. Introduction

1.1 The University is committed to providing, subject to its operational needs, a working environment which is flexible and responsive to a staff member's family and personal responsibilities.

1.2 With the exception of casual employees, any member of staff may apply to reduce their employment fraction for a specified period for the purposes of caring for a family member, as defined in 2 below.

2. Definition

A "family member" means an immediate relative by blood, marriage, adoption, fostering, parenting, traditional kinship (including guardian, ward, grandparent, foster grandparent, step grandparent and in law relative); or a person who stands in a bona fide domestic or household relationship with a staff member including same sex partner, or situations in which there is implied some dependency or support role for the staff member.

3. Terms and Conditions

3.1 Minimum Fraction

The minimum fraction to which staff members may apply to reduce their employment fraction under this policy will normally be half-time (0.5), however, lesser fractions may be negotiated with the relevant College Dean (People and Resources) or Portfolio Director and the Director, People and Culture.

3.2 Duration and Resumption of Substantive Appointment

3.2.1 Staff members may apply to reduce their employment fraction for any period during their employment, provided that:

- (a) a defined period is negotiated between the staff member and the relevant College Dean (People and Resources) or Portfolio Director; and
- (b) the arrangement is reviewed at least two months before the end of the period.

3.2.2 Staff members may reduce their employment fraction under this policy on more than one occasion and there is no limit on the total periods allowed during their employment at the University.

3.2.3 A staff member who reduces their employment fraction for a defined period under this policy will normally resume their substantive appointment at the previous time-fraction or will be transferred to another position of equal responsibility which is identical in classification, salary, and employment fraction to the appointment previously held.

3.3 Alternative Arrangements

Where it is determined that the duties of a particular position cannot be undertaken on a reduced employment fraction, every effort will be made to accommodate the application through alternative means, i.e. by transfer to another position or an alteration to the employee's duties.

3.4 Service Entitlements

3.4.1 Superannuation (where applicable)

(a) A staff member who is a member of the UniSuper may maintain superannuation contributions at the substantive rate by entering into an agreement to make both the employer and employee contributions applying to the difference between the substantive salary and the reduced part-time salary for the period.

(b) Unless such an agreement is made, the contributions to superannuation during the defined period will be based on the salary applicable to the reduced employment fraction.

(c) Further information or advice about superannuation arrangements should be sought from UniSuper.

3.4.2 Salary

The salary payable during the reduced employment fraction period will be the appropriate pro-rata proportion of the substantive salary which the staff member would otherwise receive. Salary increments of salary where applicable will be paid in accordance with the provisions of the Enterprise Agreement.

3.4.3 Parental Leave

A staff member who reduces their employment fraction under these rules will be eligible for primary carer/parental leave but any payment of salary for the mandatory period of leave will be based on the salary applicable to the reduced employment fraction.

3.4.4 Long Service Leave

Long Service Leave will continue to accrue at the normal rate for each year of service. However, the rate of pay applicable to long service leave accumulated during the reduced employment fraction period will be based on the salary applicable to the reduced fraction.

3.4.5 Outside Studies Program (where applicable)

Eligibility to undertake outside studies in accordance with the rules of the [Outside Studies Program](#) will remain unchanged. However, the period of the fractional appointment will be taken into account in determining the amount of outside studies for which the staff member is eligible to apply. A staff member undertaking an Outside Studies Program during the period of employment under this policy will continue to receive the salary appropriate to the reduced employment fraction.

3.4.6 Annual Leave and Personal Leave

(a) Teaching Staff - A part-time member of the teaching staff may be absent from duty for purposes of annual or personal leave. Payment of salary during such absence will be made at the salary appropriate to the reduced employment fraction.

(b) Professional Staff - Annual leave and personal leave will continue to accrue at the rate appropriate to the circumstances in each case.

3.4.7 Tenure

Staff occupying a continuing position whose employment fraction is reduced under this policy will continue to be regarded at the employment fraction of their substantive position for workforce planning and budgeting purposes.

3.4.8 Outside Professional Activities

A member of staff who has reduced their employment fraction under this policy may undertake outside professional activities (including where remunerated) in accordance with the [Outside Professional Activities](#) policy.

4. Applications

4.2 Applications to temporarily reduce an employment fraction under this policy must be made in writing through the relevant College Dean (People and Resources) or Portfolio Director to the Director, People and Culture as far in advance as possible of the date on which it is proposed that the conversion will become effective.