

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.

Conversion of Appointments to Part-time for Family Care Purposes

Establishment: Council, 29 May 1997

Last Amended: 17 June 2020

Nature of Amendment: Update to reflect current position titles, definitions, academic organisational structure and gender-neutral language and reflect changes in HR systems to include Workday

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 convert their appointment to part-time 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 convert their appointments 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 convert their appointments 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 convert their appointments under this policy on more than one occasion and there is no limit on the total period of conversion allowable during their employment at the University.

3.2.3 A staff member who completes a period of conversion 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 time-fraction to the appointment previously held. However, should a continuous period of conversion extend beyond six years, there will be no guarantee of resumption of the substantive appointment or transfer to an identical position.

3.3 Alternative Arrangements

Where it is determined that the duties of a particular position cannot be undertaken on a part-time basis and therefore conversion of the appointment would be impractical, every effort will be made to accommodate the application for part-time employment 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 part-time salary for the period of conversion.

(b) Unless such an agreement is made, the contributions to superannuation during the period of the conversion will be based on the salary applicable to the part-time appointment.

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

3.4.2 Salary

The salary payable during the period of part-time appointment will be the appropriate proportion of the full-time 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 converts their appointment to part-time under these rules will be eligible for primary carer/maternity leave but any payment of salary for the mandatory period of leave will be based on the salary applicable to the part-time appointment.

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 a period of part-time employment will be based on the salary of the part-time appointment.

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 part-time employment under this policy will continue to receive the salary appropriate to the part-time appointment.

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 within a period of part-time employment will be made at the salary appropriate to the part-time appointment.

(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

A member of the academic staff occupying a full-time continuing position whose appointment is converted to part-time under this arrangement will continue to be regarded as a full-time member of staff.

3.4.8 Outside Professional Activities

A member of staff who has converted to a part-time appointment may undertake outside professional activities (including where remunerated) in accordance with the [Outside Professional Activities](#) policy.

4. Applications for Leave

4.2 Applications for conversion to part-time 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.