

Name of Policy	Childcare Support for Women Academic Staff Policy
Description of Policy	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.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/> <input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
Description of Revision	Updated form to specify cost account for reimbursement

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	6 March 2008
Effective Date	14 February 2018
Date of Last Revision	14 February 2018
Date of Policy Review*	February 2023

* 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 "Application for Childcare Support for Female Academic Staff" Form (Appendix 1).

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 may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).

Appendix 1

Application for Childcare Support for Female Academic Staff

Applicant Details

Name of Applicant

Position

Academic Staff Yes No

Faculty/School

Campus/Location

Contact Details Phone ()

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?	
<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.

*The reimbursement including applicable Fringe Benefits Tax (FBT) will be charged to the Human Resources Professional Development Overhead Account. **Please use project code: 91-903229-131-999-48511.***