Childcare Support for Academic Staff Policy

Section 1 - Background Information

(1) Consistent with ACU's commitment to Gender Equality Diversity and Inclusion (GEDI), support is available for Academic Staff who have recently returned from approved primary carer parental leave. The University will provide financial assistance for childcare expenses incurred in accordance with the terms and conditions set out in this Policy.

Section 2 - Policy Statement

(2) The University will provide up to $1,250 in the form of a reimbursement to 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 due to presenting the refereed paper.

Section 3 - Policy Purpose

(3) This Policy informs staff of the type of support available, eligibility criteria and the terms under which the support is provided to Academic Staff. This Policy also sets out the application procedure when applying for childcare support.

Section 4 - Application of Policy

Eligibility

(4) Childcare support assistance is available to full-time or part-time 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.

(5) 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.

(6) Child care support assistance is available to eligible staff, following each period of approved parental leave.

(7) The staff member will be eligible to receive payment once a version of the conference paper is accepted for publication in a peer reviewed output.

Section 5 - Procedures

(8) Requests for Childcare Support for Academic Staff must be submitted on the Application for Childcare Support for Academic Staff form.

(9) A staff member is required to discuss with their nominated supervisor their 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 their nominated supervisor on the Application Form.

(10) To be reimbursed, the staff member must complete the Staff Reimbursement Form, attach the relevant receipts and have the payment authorised by their nominated supervisor. The authorised Staff Reimbursement Form and approved Application Form should be sent to Finance and Planning for processing.

Section 6 - Policy Review

(11) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial	Description
20 June 2023	Minor	Updated to incorporate the provisions of the ACU Staff enterprise Agreement 2022-2025, including title change. Updated Human Resources to people and Capability. Added revision table.

(12) 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 People and Capability.

Section 7 - Further Assistance

(13) 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.

Section 8 - Associated Information

(14) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	14th February 2024
Review Date	19th June 2026
Approval Authority	Vice-Chancellor and President
Approval Date	14th February 2024
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability