

**PARENTAL LEAVE
SUPPORT FUND
(RESEARCH GRANT FUNDED
STAFF)
APPLICATION FORM
(P&C/PLSF-GF) effective 05/2020**

Office use only:

Date Received P&C	
Acknowledged	
Funded Granted	\$
Funding MLRF	\$
Funding MLSF	\$

INSTRUCTIONS – Please read before completing this form

- 1 This form is to be used by supervisors to apply for financial support to cover the salary and on-costs of a staff member on paid Primary Carer or Adoption Leave, where the staff member is employed on an externally-funded research grant.
- 2 Financial support is provided on the basis of the substantive salary and on-costs payable to the staff member during the full period of paid maternity leave to which the staff member is entitled.
- 3 Approval of funding will be at the discretion of the Deputy Vice-Chancellor (Research).
- 4 Once completed, the form should be forwarded to the Director, People & Culture
- 5 Applications will be acknowledged and if successful, the College/Portfolio Finance Business Partner and Grants Office will be notified.
- 6 The relevant officer in Finance & Procurement Services will make the appropriate adjustment to College/Portfolio budgets on a quarterly basis.
- 7 To complete form electronically, simply tab from cell to cell.

SECTION 1 - DETAILS OF STAFF MEMBER PROCEEDING ON PARENTAL/ADOPTION LEAVE

Family Name		Given Name(s)	
College / Portfolio			
Division (if relevant)			
Classification		Payroll Number	
Primary Carer/Adoption Leave Booked	From:	To:	
Appointment fraction (prior to commencing leave)			%
Title of Research Grant and any other relevant information			
Account #1			
Account #2			

SECTION 2 - SIGNATURES

<i>Digital Signature of Supervisor/Grant-holder</i>	<i>Print Name</i>	<i>Date</i>
<i>Digital Signature of Head of College / Portfolio (or delegate)</i>	<i>Print Name</i>	<i>Date</i>

SECTION 3 - AUTHORISATION

<i>Digital Signature of Deputy Vice-Chancellor (Research) (or delegate)</i>	<i>Print Name</i>	<i>Date</i>