

WORKING CASUAL WHILE ON UNPAID MATERNITY LEAVE - PROCESS

	INITIAL APPLICATION FOR CONVERSION TO CASUAL WHILE ON MATERNITY LEAVE	EXTENSION TO CASUAL ON MATERNITY LEAVE	COMPLETION OF MATERNITY LEAVE
STAFF MEMBER	Applies for casual position on maternity leave in writing, either via letter or through email direct to Unit / Line Manager	<ul style="list-style-type: none"> At least 4 weeks prior to return to work date, staff member contact Unit / Line Manager to advise intention to remain casual for a further 12 months or part thereof. Completes extension of parental leave form. 	At least 4 weeks prior to return from maternity leave date, the staff member contacts Unit / Line Manager to discuss intentions.
UNIT / LINE MANAGER	Completes Variation form on e-Recruit: <ul style="list-style-type: none"> Reasons: "Maternity Leave Casual Contract" Effective start date = date unpaid maternity leave commences OR start of maternity leave extension Date changes cease = maternity leave end date What happens after = return to Substantive Position Cost Centre = no change New Status / hours of work = 1.00 Casual Classification = substantive pay level at casual grade i.e. code ZU for nurses or code RN for midwives (grade or pay level) eg. RN75 for YS3 Attach letter of request and mat leave application Approval by Deputy Director, Workforce 	<ul style="list-style-type: none"> Confirms need to complete required competencies and PDP completion with staff member Unit / Line Manager to complete Variation form extending the "Maternity Leave casual contract" to last date of leave. Approval to Deputy Director, Workforce 	<p>Intention to return to work in permanent role Unit / Line Manager to confirm date of RTW with People and Culture.</p> <p>If reducing substantive hours of employment Unit / Line Manager will complete a Variation to reflect this change in hours</p> <p>Intention to resign from permanent hours and continue casual employment Staff member to inform Unit / Line Manager in writing and complete request to transfer to casual Bank process</p>
DEPUTY DIRECTOR, WORKFORCE	Reviews Variation: <ul style="list-style-type: none"> Checks end date of variation and reason code Approved and sends to recruitment services 	Same as initial process	No action
PEOPLE & CULTURE	<ul style="list-style-type: none"> Check staff member is on unpaid component of Maternity leave Issue letter to staff member and copy to Unit/Line Manager Staff member is converted to casual classification in current cost centre Ensure all accrued entitlements are not paid out 	<ul style="list-style-type: none"> Adjusts end date of contract to reflect Variation Issue letter to staff member and copy to Unit / Line Manager 	Action according to declared intention: <ul style="list-style-type: none"> Change contract to permanent hours OR Change contract to casual employment
NMWU	Issues information to staff regarding procedure for working casual, listing availability, number of shifts per fortnight	No action	No action
This process is ONLY applicable to Nursing and Midwifery Staff			