

# Career Reinitialising Support Procedure for Female Academics During or Returning from Extended Carer Leave

For comment

UNSW Business School acknowledges the difficulties associated with returning to full academic life after extended carer leave. Extended carer leave refers to 26 or more weeks for parental, carer, or adoption leave. This gap in career time can create major barriers in the path to promotion as documented in research across business fields. As such, the Business School will support all female (cis and trans) academics (balanced, education-focused, and research-focused) returning through a career reinitialising support fund to help maintain their pre-leave career trajectory.

## 1. Conditions

### 1.1. Access to funds

The employee may apply for access to the funds for a legitimate University purpose that meets the goal of the fund. Funds are accessible following authorisation from the Head of School and Associate Dean Equity Diversity and Inclusion.

Legitimate University purposes include (but are not restricted to):

- Research assistance during or following a period of extended carer leave
- Purchase of equipment or consumables or materials for research or teaching purposes
- Professional development (conferences or courses) related to teaching or research
- Employment of casual teachers to reduce teaching loads to enable the academic to focus on their research, scholarly outputs, or education knowledge creation and innovation. Reductions have to be in line with the Business School's workload model, which means a maximum of one teaching buy-out with agreement from the Head of School and no cumulation of teaching buy-outs
- Childcare for scholarly activities such as conference, seminar presentation, SSP.

The funds are a grant provided directly to the employee to fulfill the purpose of the fund.

## 1.2. Availability

The funds can be applied for up to four years from the leave date. Funds will be available to the employee for a period of up to two years from the date the application approval notification is provided by the Faculty Human Resources Officer.

## 1.3. Exclusions

The funds must not be used for expenditure that provides a direct benefit to themselves or their associates (e.g., spouse, relative, and partner). Examples of items subject to FBT include motor vehicle and entertainment expenses. Childcare costs attract FBT, but they are explicitly not excluded for being used with this fund and covered under 1.1.

# 2. Eligibility

All full-time and part-time female academics (balanced, education-focused, and research-focused) returning from extended carer leave are eligible to apply to access the fund. Extended carer leave refers to 26 or more weeks for parental, carer, or adoption leave. This includes female academics on research grants (e.g., ARC). All applicants must have a minimum 0.5 FTE position with UNSW at the application date. The fund is not available to casual academic staff.

When applying academic staff **must** provide proof that they have applied for the [Career Advancement Fund](#) (CAF) available from UNSW.

Academic staff wishing to apply for funds to engage a research assistant while they are on extended carer leave may do so once their leave has been approved and prior to taking extended carer leave.

Academic staff wishing to apply for funds on their return from extended carer leave have up to **four** years from the maternity return date to submit their application.

# 3. Funds Available

The amount of funds available to each female academic is based upon the full-time or fractional appointment held by the academic prior to their commencement of extended carer leave.

The maximum amount available is \$10,000 per academic appointed on a full-time basis, per period of extended carer leave. The available funding will depend on and will be proportional to the EDI budget available for the year. An academic employed on a fractional basis is eligible for a percentage based on their fractional appointment. For example, an academic on a 0.6 FTE appointment would be eligible for funding of \$6,000.



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## 4. Applications

Applications are to be made by email to the Business EDI (BUSEDI@unsw.edu.au) with the Head of School/Centre endorsement as well as copy of the CAF application. The Senior Deputy Dean (Academic) will authorise the amount of funds allocated through the Associate Dean Equity Diversity and Inclusion.

Each applicant will be notified by the EDI Officer advising the amount of the funds allocated.

The faculty Finance Manager will create a project account titled 'Career Reinitialising Support [Surname, First name of academic staff member]'.



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