While you are on extended leave we want to ensure that you still keep up with what’s happening in the workplace, with your colleagues, and with the opportunities available to you. So we can keep in touch with you about the things that are important to you, and in the way that you would prefer, please work with your manager to complete the form below.

SUPPORTING TOOL

KEEPING IN TOUCH WHILE YOU ARE AWAY

|  |  |
| --- | --- |
| Your name: |  |
| Where you work: |  |
| Your leave dates: |  |

**WHILE YOU ARE ON LEAVE**

While you’re on leave, would you like to stay in contact with us? **Yes / No**

If yes, how would you like to stay connected? Would you like a regular call or email? Weekly, monthly or as needed?

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Would you like staff newsletters, updates and important emails sent to your home email account or would you prefer to use your work e-mail? (via remote access)

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Would you like to be invited to any social events (eg Christmas party), planning days, training or team building days that occur while you are on leave? Would you like occasional visits to the workplace to maintain personal contacts?

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Are there any important work related activities you would like to know about during your period of leave?

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When you are nearing the end of your leave, do you want a time to meet with your manager to discuss your return to work, such as flexible working arrangements, or any adjustments to assist you back to your workplace? Do you want your manager to contact you to organise this or will you make contact with your manager?

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Is there anything else you would like to know or have access to while you aren’t at work?

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Your preferred contact details while you are on leave

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**Did you know?**

Most of our Awards allow for 10 ‘*Keeping in touch’* days as part of parental leave. These days do not break the continuity of the period of parental leave. *Keeping in touch days* are a good way to keep in touch while caring for a baby or newly adopted child.

These days can be used after the first 14 days from the birth or placement of the child and can be taken as part of a day, a day at a time or all at once. If at any time you want to make use this provision you should talk with your manager.