



POLICY DOCUMENT – No. P5

Carer's Policy

Commencement Date	03 November 2005
Review Date	03 November 2006

Policy Statement

1 Intent

To provide some relief for employees with dependant care responsibilities, the University will provide a financial *contribution* towards the additional costs of caring for those dependants as a result of the employee travelling on duly authorised University business purposes. The costs incurred must be over and above the cost of usual dependant care arrangements and must have been wholly and necessarily incurred as a result of the employee's absence whilst travelling for University business purposes.

2 Scope

This policy applies to all employees with dependant care responsibilities.

3 Objective(s)

- 3.1 Whilst as a matter of general principle the University acknowledges the need to minimise the necessity for employees to travel for University business purposes, particularly for employees with dependant care responsibilities, it is also recognised that frequent travel is required for many job-roles, especially travel within Tasmania between University campuses in Hobart, Launceston and Burnie.
- 3.2 The purpose of this policy is to provide for an appropriate financial contribution by the University to employees with dependant care responsibilities that offsets costs, over and above the cost of usual dependant care arrangements, that are necessarily incurred by such employees for the care of their dependants when the employee is required to travel for University business purposes.
- 3.3 The financial contributions provided for by this policy are therefore designed to provide some financial relief to such employees, and are not designed to necessarily provide a full reimbursement of such private costs incurred by employees. As the costs incurred by employees are private costs, the University's financial contribution towards such costs is subject to Fringe Benefits Tax, which the University will incur and pay in addition to making the financial contribution itself.

4 Definitions and Acronyms

Dependant care means care of a person who is a spouse or partner or child or other immediate family member of either the employee or the employee's spouse or partner, who is dependant on the employee for such care (whether or not the employee is that person's primary care-giver).

Employees for the purposes of this policy do not include casual employees.

Partner means a person with whom the employee is in a personal relationship as defined by the Relationships Act 2003 (Tas), being a non-marital relationship between two adult persons:

- (i) who have a relationship as a couple, and who are not related by family; or
- (ii) whether or not related by family, where one or each of whom provides the other with domestic support and personal care.

Travel for University business purposes means approved travel that is required in order for an employee to carry out their work responsibilities and includes travel on field-trips and to attend meetings and conferences.

5 Policy Owner

Director, Human Resources

6 Policy Provisions

6.1 Financial contributions above travel allowance limits

Except as provided by Clause 6.3 below, employees travelling for University business purposes, whether or not such travel requires an overnight stay away from home, are entitled to claim a financial contribution from the University of up to \$30 per day for costs that are over and above their usual dependant care costs. In accordance with Australian Taxation Office requirements, such a claim must be supported by a Tax Invoice from a registered approved care provider.

6.2 Financial contributions within travel allowance limits

Except as provided by Clause 6.3 below, where an employee is travelling for University business purposes and such travel requires an overnight stay away from home (with or away from their dependants), the employee is entitled to claim a financial contribution from the University of up to \$20 per day for dependant care costs (in addition to the \$30 provided for in section 3 above) from within the travel allowance itself and without the need for a Tax Invoice. In providing for this additional financial contribution, the University recognises that out-of-hours care used by employees will often be informal (such as use of babysitters) or may involve indirect costs (such as driving children a distance to stay with relatives or using taxis to ferry children to after-school activities). Details of such expenditure must, however, be provided to the Head of School/Section for approval, and any payments made by employees need to be properly receipted in support of the claim.

6.3 Financial contributions where the employee is away from home for more than 5 consecutive days

Where an employee needs to travel away from home for more than 5 consecutive days for University business purposes, the amount of the financial contribution by

the University towards dependant care costs and the precise nature of the costs that this contribution will cover will need to be agreed upon in advance of such travel with the employee's Head of School/Section (or approved by the Faculty Study Leave Committee in the case of travel for study leave purposes). When calculated on a per diem basis, the financial contribution will be lower in comparison with sections 3 and 4 above in recognition of the total extent of the contribution being made by the University.

As a guide, it would be expected that where the employee is away from home for a period of 2 weeks (for example, on conference and associated research leave, or teaching off-shore), the University's financial contribution towards dependant care costs, including Fringe Benefits Tax, would not exceed \$700. Alternatively, in the case of study leave resulting in the employee being away from home for a period of 6 months, it is expected that the University's financial contribution towards dependant care costs, including Fringe Benefits Tax, would not exceed \$3,000.

7 Key Words

- *Carer*
- *Dependant*
- *Travel*
- *Allowance*
- *Contribution*

Responsibilities

Implementation	Heads of School/Section, Deans/Heads of Division, Faculty Study Leave Committees.
Compliance	Financial Services
Monitoring and Evaluation	Equal Opportunity Committee
Development and/or Review	Equal Opportunity Committee and Academic Senate
Interpretation and Advice	Financial Services

Who Needs to Know this Policy?

- **ALL UNIVERSITY STAFF**

Effectiveness of this Policy

This policy will be reviewed following its first full year of operation. This review will, in part, need to focus on:

- whether the policy provides an adequate framework for providing financial contributions to employees who incur dependant care costs as a consequence of travelling for University business purposes; and

- whether the level of financial contributions provided by the University is appropriate.

Policy History

Policy No.	P5
Approved / Rescinded	Approved
Date	4 November 2005
Acting Vice Chancellor	Professor Rudi Lidl
Signature	