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## Parental Leave Policy

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### Introduction

This policy sets out the rights and responsibilities of employees who wish to take Parental Leave.

### Scope

This policy applies to all full-time and part-time employees of Flashbay Pty Ltd. Casual employees are not entitled to any type of paid leave.

### Applying for Parental Leave

An employee wishing to take parental leave must provide written notice at least 10 weeks before starting the leave (or as soon as is practicable) including the intended leave start and end dates.

Leave dates or any changes of dates must be confirmed at least four weeks before the leave starts and as soon as possible if the proposed date changes due to any unforeseen events. The manager will confirm the leave and any affected entitlements such as continuous service in writing.

Flashbay Pty Ltd recognises that the timing of placement for an adopted child may be uncertain therefore employees should keep their manager informed of any changes to the likely placement date and commencement of leave.

### Parental leave

Employees (including a de facto or same sex partner, or single person) who are expecting a child or adopting a child may be eligible for 52 weeks of parental leave if they are:

- permanent full-time or part-time with at least 12 months service prior to the expected date of birth or adoption placement and are the parent with the main responsibility for the care of the child.

Employees may be eligible to receive paid parental leave from the government for some of their leave period. To see if you are eligible, please visit: <https://www.humanservices.gov.au/individuals/services/centrelink/parental-leave-pay>.

Employees who are pregnant may commence leave up to 6 weeks before the expected date.

If the employee has paid annual leave available, he or she may, in agreement with the manager, take some or all of that leave in addition to their parental leave.

### Extending Parental Leave

If an employee has applied for less than 52 weeks parental leave, they can extend the period of leave once to take the total leave up to a maximum of 52 weeks. The employee must give at least four weeks' notice prior to the end date of the original leave period. A period of parental leave may be reduced by agreement between Flashbay Pty Ltd and the employee.

Employees may request to extend their parental leave by a further 12 months (for a total of 24 months maximum). Requests must be submitted to Management in writing at least 4 weeks before the end of the original 12 months unpaid parental leave.

Flashbay Pty Ltd will respond in writing within 21 days and may refuse only on reasonable business grounds. The written response will include details if the request is refused.

### During parental leave

Flashbay Pty Ltd respects that some employees do not want any contact while on leave, and others do. The manager should discuss with the employee what sort of communication the employee would like while on leave, and record this agreement.

If agreed to by both parties, an employee on unpaid parental leave is allowed to go back to work for up to 10 keeping in touch days without this affecting their parental leave status. The Employee would be paid as normal for the keeping in touch time worked.

While an employee is on parental leave, Flashbay Pty Ltd will ensure that the employee is considered and kept informed of significant changes that may occur in the business.

Where a decision will have a significant effect on the status, pay or location of the pre-parental leave position, Flashbay Pty Ltd will take all reasonable steps to inform the employee and discuss the effect of the decision. During any restructures, employees on parental leave will be treated no less favourably than other employees and will be kept informed of the process.

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An employee can resign while on parental leave but they must give the required notice of resignation as set out in their employment contract.

Employees should not undertake any activity during leave which is inconsistent with the employment contract, including working at other employment and they should remain responsible for the care of the child.

The employee's position may be filled on a temporary basis while they are on leave. Flashbay Pty Ltd will notify the replacement employee that their employment in this role is temporary and that the (parental leave) employee has the right to return to their pre-leave position or some comparable role.

### Dad and Partner leave

Generally, only the parent with responsibility for the care and welfare of the child is entitled to take the extended period of parental leave. However, in certain circumstances, employees may qualify to receive up to two weeks Dad and Partner leave which may be taken at the same time as the main carer of an employee couple. To see if you qualify for paid Dad and Partner leave, visit <https://www.humanservices.gov.au/individuals/services/centrelink/dad-and-partner-pay/eligibility> to check your eligibility.

### Time off for antenatal appointments, adoption interviews or examinations

Personal leave may be available for attendance at medical appointments. Appointment times and the availability of leave should be discussed with the manager.

An employee may take up to two days unpaid pre-adoption leave. Employees must provide notice of the leave including expected leave period as soon as practicable (which may be after the leave has started).

If an employee requires more than two days pre-adoption leave, they should discuss their requirements with their manager.

### Leave for pregnancy related illness

If an employee is ill during her pregnancy, she may access her ordinary sick leave entitlements, including any accrued leave.

If an employee experiences extended illness due to pregnancy, she can access unpaid 'special maternity leave' for the period her treating doctor certifies is necessary. Special maternity leave is included in the 52 weeks available parental leave period.

The employee must make a special maternity leave application as soon as practicable which details the period of leave required. The manager may request a medical certificate and if so, this must be provided by the employee.

### Loss of a child while pregnant

If the pregnancy ends within 28 weeks before the due date without a live birth, the employee may take unpaid 'special maternity leave' for the period her treating doctor certifies is necessary. Parental leave is not available in this situation, instead special maternity leave applies.

The employee must make a special maternity leave application as soon as practicable, specifying the expected leave period and providing a medical certificate, if this is requested by the manager.

Flashbay Pty Ltd will be sensitive to the personal issues associated with this type of leave.

As Parental Leave laws can be complex and may differ for each employee based on their circumstances, it is recommended that you refer to the Relevant section of the Fair Work Ombudsmen site: <https://www.fairwork.gov.au/leave/maternity-and-parental-leave> and discuss your situation with your manager as soon as possible to understand your current leave entitlements and options.

### Monitoring this policy

It is important to note that the Company may vary or amend this policy from time to time particularly to take account of changes in the law, best practice or business requirements. This document shall be revised by the appropriate person, the HR Manager or nominated deputy. You will be notified of any changes.