
Parental (Maternity, Paternity, Adoption) and Dad and Partner Leave Policy

Purpose

This policy outlines the Company policy and legislation on Parental (maternity, paternity and adoption) and Dad and Partner leave.

For full up-to-date details of eligibility, how to apply and your entitlements, please visit

<https://www.dss.gov.au/our-responsibilities/families-and-children/programmes-services/paid-parental-leave-scheme>

or

<https://www.humanservices.gov.au/customer/services/centrelink/parental-leave-pay>

or

<http://www.fairwork.gov.au/leave/maternity-and-parental-leave>

Scope

This policy applies to all employees who meet the eligibility requirements within this policy. In support of this policy, employees are also referred to the Company's Policy on Diversity and Equal Opportunities.

Maternity

When an employee receives confirmation that they are pregnant, they should request a Form from a registered medical practitioner, which will give details of her expected date of childbirth. As soon as this is received, it should be given to Human Resources.

Any Part Time or Full Time employee who is pregnant has certain rights:

1. The right to up to 52 weeks of time off work for parental leave if they have been an employee for 12 months prior to the expected date of birth or adoption.
2. The right not to be dismissed solely on account of pregnancy or the taking of parental leave
3. The right to work up to 10 days (Keeping In Touch Days) without losing any statutory pay or triggering the end of his/her parental leave
4. The right to take Parental leave and return to work
5. The right to request a further 52 weeks of parental leave
6. The right to request in writing flexible work hours on return to work. Note: This request may or may not be agreed to by the employer based on the needs of the business.

These rights are available to all male or female employees, regardless of whether they work full-time or part-time who will be the main caregiver after the birth or adoption.

During any period of Parental, leave the employee's contract of employment will continue to exist unless either the employer or employee ends it or it expires.

Other terms and conditions, which apply during parental leave, relate to the employer's duty of trust and confidence, and any terms, which relate to notice of termination by the employer, redundancy pay and grievance and disciplinary procedures continue to apply during the term of parental leave. The employee's duty of good faith is maintained, as are any terms relating to notice on termination, disclosure of confidential information, the acceptance of gifts or other benefits and involvement in any other business.

Fixed term contract

The contract will not be extended to cover a period of unpaid leave.

Adoption leave

Parents wishing to adopt are entitled to the same entitlements as employees commencing Parental leave. Adoption Leave consists of ordinary and additional leave and has the same notice and qualification provisions of pay.

There are a few points of difference/notes:

- Adoption leave cannot commence earlier than 14 days before the date on which the placement is expected and no later than the expected date of placement.
- The date of notice given by the adoption agency for matching with the child replaces the expected week of childbirth.
- The adoption agency will provide a matching certificate, which should be provided in place as evidence for entitlement to leave purposes.
- Where there is a joint adoption only one partner is entitled to statutory parental leave. The other may have Dad and Partner leave entitlements.

Dad and Partner leave

Principles

Parental (Maternity, Paternity, Adoption) and Dad and Partner Leave Policy

- Fathers/partners who meet certain qualifying conditions have a statutory right to take 2 weeks' Dad and Partner leave after the birth or adoption of a child / children for which they have or expect to have responsibility
- 'Partner' refers to someone who lives with the mother/primary carer and is in an enduring family relationship but who is not an immediate relative. This may include same sex partners.
- Dad and Partner leave must be used to provide care and support to the mother/primary carer and/or the child and not for any other purpose

Those taking Dad and Partner leave may be entitled to Dad and Partner payments from the Government.

Visit <https://www.humanservices.gov.au/customer/services/centrelink/dad-and-partner-pay> for further details.