

## PARENTAL LEAVE POLICY

### 1. BACKGROUND

- 1.1 This policy deals with unpaid parental leave which is governed by the Fair Work Act 2009 (Cth) ("FW Act"), the Australian Government Paid Parental Leave scheme governed by the Paid Parental Leave Act 2010 (Cth) ("PPL Act") and where applicable company funded paid parental leave.
- 1.2 [LongEmployerName] ("ShortEmployerName") provides parental leave in accordance with the aforementioned legislation, as varied from time to time.
- 1.3 Parental leave is a general term encompassing birth-related and adoption-related leave.

### 2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from [CommencementDate]. It replaces all other parental leave policies (whether written or not), however, it does not create or confer any obligation, entitlement or benefit on any employee who is on parental leave at the time this Policy came into operation.

### 3. APPLICATION OF THIS POLICY

- 3.1 This Policy applies to employees of [ShortEmployerName]. It does not form part of any employee's contract of employment.
- 3.2 This Policy largely summarises the National Employment Standards on parental leave contained in the FW Act, but is not intended to override that standard or provide any legal entitlements.

### 4. DEFINITIONS

- 4.1 "Appropriate safe job" is a job that has the same ordinary hours of work as the employee's present position, or a different number of hours, as agreed to by the employee.
- 4.2 "Base Rate of Pay" means the rate of pay the employee receives for their ordinary working hours. It does not include any of the following:
- (a) Incentive based payments and bonuses;
  - (b) Loadings;
  - (c) Monetary allowances; and
  - (d) Overtime or penalty.
- 4.3 "Child" includes an adopted child, stepchild and an adult child.
- 4.4 "De facto partner" means a person who, although not legally married to the employee, lives with the employee in a relationship as a couple on a genuine domestic basis (whether the employee and the person are of the same sex or difference sexes) and includes a former de facto partner of the employee.
- 4.5 "Employee couple" means two employees who are spouses or de facto partners of each other.
- 4.6 "Immediate Family" means:
- (a) a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or
  - (b) a child, parent, grandparent, grandchild or sibling of a spouse or defacto partner of the employee.