
P065 - PARENTAL LEAVE POLICY

1. Introduction

- (a) Under the National Employment Standards (NES) contained in the Fair Work Act 2009 (Cth) certain employees are entitled to unpaid parental leave.
- (b) This policy sets out District 360 Pty Ltd's parental leave policy, and explains:
 - (i) what an employee's parental leave entitlements are (if any); and
 - (ii) the procedure for taking parental leave.

2. Unpaid parental leave

2.1. Entitlement

- (a) Under the NES, unpaid parental leave is only available to employees who have, or will have, responsibility for the care of a child. The leave must be associated with:
 - (i) the birth of a child to the employee, the employee's spouse, or the employee's de facto partner; or
 - (ii) the placement of a child under 16 years of age with the employee for adoption.
- (b) In addition, the employee must have (or will have) a responsibility for the care of the child.
- (c) If an employee has completed at least 12 months' continuous service with District 360 Pty Ltd, the employee will be entitled to up to 52 weeks unpaid parental leave.
- (d) Casual employees are also entitled to take 12 months' unpaid parental leave if they have been employed with District 360 Pty Ltd on a regular and systematic basis for at least 12 months and have a reasonable expectation of continuing employment with District 360 Pty Ltd.

2.2. Notice of leave

In order to apply for parental leave, an employee must give written notice of at least 10 weeks before the start date of the intended leave and specify the intended start and end dates of the parental leave. The employee is required to



confirm the leave dates with District 360 Pty Ltd at least 4 weeks before commencement of the leave.

2.3. Changing the leave

an employee needs to make any changes to the leave dates, the employee should inform District 360 Pty Ltd immediately. Where the change is unforeseeable (eg due to a premature birth or a miscarriage) no notice is required.

2.4. Medical evidence

District 360 Pty Ltd has the right to request that employees provide evidence, such as a medical certificate or statutory declaration, of the expected date of birth, or date of placement of adoption.

2.5. Return to work

- (a) The employee should confirm the date the employee wishes to return to work through a letter to the manager. Any notice of intention of return to work should be sent at least 14 days prior to re-commencement.
- (b) After parental leave has been taken, the employee is entitled to pre-parental leave position. If, for some reason, this position no longer exists, the employee is entitled to an available position for which the employee is qualified and suited, which is nearest in status and pay to the employee's pre-parental leave position.
- (c) District 360 Pty Ltd may replace an employee while absent on parental leave. The replacement employee must be advised of the temporary nature of the position and the period of employment. For this reason, it is important to ensure communication between the employee and District 360 Pty Ltd is both open and clear during the period of parental leave.
- (d) Employees may request to return to work on a part-time basis. District 360 Pty Ltd is not obliged to provide part-time work but will consider any request having regard to the operational requirements at the time.

2.6. Accruing and taking other types of leave

- (a) Parental leave does not break an employee's continuity of service. However, there is no accrual of leave during the unpaid parental leave period.
- (b) During the period of parental leave, employees may take any accrued annual or long service leave, which will, in effect, increase the total amount of paid leave during the period of absence.

2.7. Extending the period of unpaid parental leave



- (a) Employees may make a request to extend the 12-month period of parental leave up to an additional 12 months, in accordance with the conditions set out in the NES.
- (b) If an employee wishes to request an additional period of leave, the employee must notify the manager, in writing, at least 4 weeks before the end date of the original period of leave. District 360 Pty Ltd must respond to that request, in writing, within 21 days.

3. Government funded payments

- (a) The paid parental leave scheme is an entitlement for working parents of children born, or adopted, from 1 January 2011 to receive some financial assistance from the Federal Government. It is your responsibility to confirm your entitlements (if any) under the paid parent leave scheme with the Department of Human Services.
- (b) Broadly, government payments are available to working parents, whether full-time, part-time or casual, who:
 - (i) have at least 12 months' continuous service; and
 - (ii) meet the paid parental leave scheme's eligibility criteria.
- (c) Eligible working parents are entitled to receive up to 18 weeks of government funded parental leave pay.
- (d) For further information regarding eligibility, payments and application, please view the Department of Human Services website.

4. Further information

For further information, please speak to your manager or Tanya Johnston (tanya@district360.com.au).

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