

POLICY

Parental Leave

1. Our Commitment

Redchip is dedicated to reaching best practice parental leave and will continually evaluate this Policy in accordance with applicable legislation and our workplace environment. This will allow us to ensure that raising a family won't derail or devalue the career of a talented and valued member of this company.

An employee may take parental leave associated with the birth of their child (or their partner's child) or the placement of a child under adoption if the employee will have responsibility for the care of that child.

When things don't go according to plan, whereby you or your partner might give birth prematurely, experience the loss of a miscarriage or have a still birth, we also provide a period of Special Parental Leave.

Details on the Government's Paid Parental Leave scheme can be found at the Fair Work Ombudsman website:

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

Details on the Government's Partner Pay scheme can be found at:

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/dad-and-partner-pay>

2. The Principles

2.1 Equality

All children should be entitled to spend an equal amount of time with their parent(s) or guardian(s) regardless of whether the child was born to a staff member or their partner; adopted; or born through surrogacy, and regardless of the parent(s) or guardian(s)' gender or gender identity. We advocate that both primary and secondary carers share parental responsibility and ability for career growth.

2.2 Fairness

This Parental Leave Policy reflects the times we live in, not the times we used to live in. The Policy applies to anyone wanting to start a family, including couples who are legally partnered; couples who have no legal ties; couples who are in same or opposite-sex relationships; and single individuals who wish to raise a child or children alone or with the help of others. This Parental Leave Policy treats all family structures equitably.

2.3 Balance

This Policy aims to benefit both the individual and Redchip. Achieving balance in how time is spent, skills are gained, and support is provided will encourage a mutually beneficial working relationship.

3. Parental Leave Entitlements

3.1 Eligibility

The following eligibility and requirements apply to company funded parental leave. This in no way effects your eligibility to parental leave as provided by the NES or any government funded parental leave. Redchip Parental Leave Entitlements apply to all full-time and part-time employees (pro-rata rate where necessary), dependant on the carers role or entitlement as detailed in Section 3 of this document and must be mutually accepted by both parties.

Suitable proof, as determined by Redchip, for your carer's role may be requested prior to payment of company funded parental leave to initiate a formal agreement.

In the case of adoption-related leave, the child being adopted must be aged under 6 years on the day of placement and must not have lived continuously with the employee for 6 months or more prior to the date of placement.

Employees who choose not to return to work following Redchip paid parental leave will be required to repay all company funded parental leave entitlements.

Employees who return and resign within 12 months of returning will be required to return 50% company funded parental leave entitlements, as it will be considered an overpayment.

Redchip's ongoing commitment to supporting our employees, and by extension their families, is of utmost importance. Should Redchip be affected by conditions such as but not limited to, a global financial crisis, COVID-19 impact, or conditions resulting in financial hardship to Redchip as determined by us, we reserve the right to terminate or amend this Policy at any time.

3.2 Definitions

Primary Carer means a person who has the sole primary care of a newborn or newly adopted child, meets the child's physical needs, and resides with the child. Only one person can be a child's Primary Carer at any given time. The primary carer cannot have already taken secondary carer leave for the same child.

Secondary Carer means a person who has parental responsibility for a child, and resides with the child, but who is not the Primary Carer. The secondary carer cannot have already taken primary carer leave for the same child.

3.3 Primary Carer Leave

To be eligible:

- (a) you must be the Primary Carer of the child for the entire period of which the entitlements are paid and have not already taken Secondary Carer's leave for the same child;
- (b) you must have worked for Redchip continuously for 12 months immediately prior to taking leave.

The benefit Redchip offers is an equivalent of up to 8 weeks paid Primary Carer leave (based on your wage immediately prior to commencement of leave) paid at half pay over a period of up to 16 weeks. The benefit paid will be based on the number of years of continuous service firm, as follows:

Completed years of continuous service	Paid entitlements (including superannuation)
1 year	2 weeks paid over 4 weeks
2 years	4 weeks paid over 8 weeks
3 years	6 weeks paid over 12 weeks
4 years or more	8 weeks paid over 16 weeks

Payment will commence 1 month after the birth or adoption of the child.

This benefit can be claimed for only one child whilst employed with Redchip. No benefit is paid for a second or subsequent period of paid parental leave.

Any other Primary Carer leave, to a maximum period of 52 weeks, is unpaid.

3.4 Secondary Carer Leave

Paid Secondary Carer leave is available for a period of up to 2 weeks. The period of leave must be taken to coincide with the birth or adoption of the child. A request for additional leave will be subject to approval. If approval is granted the leave can be taken as unpaid or from accrued annual leave entitlements. Flexible working from home arrangements may be considered within the first 6 weeks.

To be eligible:

- (a) you must have worked for Redchip continuously for 12 months immediately prior to taking leave; and
- (b) you must be the Secondary Carer of the child and have not already taken Primary Carer's leave for the same child.

This benefit can be claimed for only one child whilst employed with Redchip. No benefit is paid for a second or subsequent period of paid parental leave.

3.5 Special Parental Leave

Where your pregnancy terminates after 20 weeks other than by the birth of a living child, the employee may take Special Parental Leave on full pay for such periods as a registered medical practitioner considers necessary, up to a maximum of 2 weeks. If you have any accrued paid personal/carer's leave, you may take that leave upon completion of Special Parental Leave.

3.6 Government Funded Parental Leave

On 1 January 2011, The Federal Government introduced a government funded paid parental leave scheme for eligible parents. Please refer to Australian Government - Department of Human Services for more information.

A parent will not be able to work while receiving Government paid parental leave but may "keep in touch" with the workplace.

The government funded parental leave is in addition to parental leave paid by Redchip. It is the employee's responsibility to lodge a claim with Services Australia up to 3 months before the expected date of birth or adoption. Services Australia will then determine the employee's eligibility for the parental leave payment and advise Redchip of any entitlements.

Government funded paid parental leave must be taken in one continuous 18 week period and the start date of these instalments can be on or after the child's date of birth (but not before) and all the pay must be received within the first 12 months after the birth date or date of placement for adoption. The instalments are not wages for the purposes of superannuation or leave accruals.

4. Timing and Process

4.1 Applying for Parental Leave – Primary Carer

At least 8 weeks before the intended date of commencement of your parental leave, advise your AOP Director and Office Manager of the start and end dates of your parental leave period. This will allow time for both Redchip and the employee to plan before, during and after leave strategies.

If you are pregnant you may take Parental Leave 6 weeks prior to the expected birth date. However, if you wish to work within this period Redchip will require you to provide a medical certificate for clearance to work in accordance with the National Employment Standards (NES).

4.2 Applying for Parental Leave – Secondary Carer

At least 10 weeks before the intended date of commencement of parental leave, advise your AOP Director and Office Manager of the start and end dates of your parental leave period.

4.3 Medical Appointments

For pregnancy related appointments or illness, leave notifications need be lodged via Rover.

4.4 Varying the Parental Leave Period

The Primary Carer may request to extend their parental leave by a further period of 52 weeks (up to 24 months in total).

A written notice specifying the new end date for the leave must be provided to the Office Manager at least 4 weeks before the original end date.

4.5 Return to Work

8 weeks prior to your return to work, the employee must contact the Office Manager to begin planning for your transition back to work.

If the employee has not advised of the return to work date 8 weeks prior to the expected date of return, the Office Manager should make contact with the employee to reconfirm the date and request this in writing as soon as possible before the return date.

Provided the position still exists, an employee taking parental leave will be entitled to return to the position held immediately prior to parental leave, unless:

- (a) promoted or voluntarily transferred to a new position during parental leave, in which case the employee is entitled to return to the new position;
- (b) in the event of transfer to a suitable alternative role prior to taking parental leave, the employee shall return to the role held prior to the transfer or;

- (c) where a female employee began working part-time because of her pregnancy, the employee is entitled to return to the position she held immediately before starting to work part-time.

4.6 Early Return

Where an employee wishes to return to work earlier than the expected date of return, the employee shall confirm their intention to return to work in writing to the Office Manager, no less than 4 weeks prior to the preferred date of return to work.

4.7 Returning on a Part Time Basis

Employees wishing to return to work on a part time basis (including transitional and permanent arrangements) after a parental leave period must make a written request to their AOP Director as soon as possible outlining their proposed intentions. Alteration of an employee's employment status shall be subject to the approval of the employee's AOP's Director and consideration of the impact of the request on the business and workplace (including cost, availability of replacement staff, efficiency and impact on client service).

Applications to modify an employee's employment status from full time to part time will be considered on a case by case basis. If an employee's status is changed from full time to part time a new employment contract must be entered into.

4.8 Request for Flexible Hours

In accordance with *The Fair Work Act 2009* (Cth), parents also have the right to request flexible working arrangements to care for a child up to school age. Redchip will give serious consideration to the request, taking into account the needs of the business.

4.9 Cancellation of Parental Leave

Where parental leave has been applied for, and is no longer required, the leave is automatically cancelled. In the event that the parental leave has commenced and is no longer required, the employee must notify the Office Manager in writing as soon as possible to negotiate a date to return to work. The date must be within 4 weeks of notification, and the Office Manager will confirm the date in writing to the employee.

4.10 Other Entitlements

- (a) Annual Leave/Long Service Leave - An employee may (instead of, or in conjunction with, parental leave) access available annual leave or long service leave entitlements, provided that the total leave does not exceed 52 weeks.
- (b) Sick Leave - Employees on parental leave shall not be entitled to paid sick leave, except as permitted in Special Leave above.
- (c) Public Holidays - Employees on parental leave shall not be entitled to public holidays (or payment in lieu) which are gazetted during the period of leave. Paid parental/adoption leave is not to be extended by public holidays, rostered days off or any other leave falling within the period of paid parental leave.
- (d) Superannuation Contributions - Superannuation contributions by the Company shall be suspended for the duration of any unpaid parental leave. Employees who wish to continue employee contributions to their fund while on parental leave should contact their Fund Administrator.

4.11 Continuity of Service and Leave Accrual

A period of unpaid parental leave does not break continuity of service but does not otherwise count as service for the accrual of annual leave, long service leave and sick leave.