

Hastings Deering



Parental Leave Procedure

HDAL-HR-18-PR04

Procedure

Version 6.0

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1. PURPOSE

The purpose of the Parental Leave Policy is to outline entitlements to, eligibility requirements for, and the process by which to access Parental Leave with Hastings Deering (Australia) Limited.

2. SCOPE

This Procedure, and sections of this Procedure, apply to employees who meet the eligibility criteria.

3. DEFINITIONS

Term	Definition
Adoption and Adoptive parent	Means and includes a person who has adopted someone else under the relevant adoption provisions mentioned in the <i>Adoption Act 2009</i> (Qld), or the <i>Adoption of Children Act</i> (NT) or otherwise in Queensland, a person who has adopted someone else under a final adoption order.
Birth	Means giving birth to a child.
Casual Employee	An employee who has no guaranteed hours of work, usually works irregular hours and does not get paid sick or annual leave.
Company	Hastings Deering (Australia) Limited and its subsidiary entities.
Continuous Roster	A roster that operates continuously throughout seven days and/or nights of each week where employees are regularly required to work on Saturdays, Sundays and public holidays.
Long Term Casual Employee	An employee who has been engaged on a regular and systematic basis, for several periods of employment during a period of at least 12 months and has continuous working hours immediately before commencement of the leave and would have a reasonable expectation of continuing employment on a regular and systematic basis.
Parental Leave	Includes Primary Carer and Secondary Carer Leave. This includes Adoption and Surrogacy Leave.
Partner	Includes an employee's current spouse or de facto partner.
Primary Carer	A person who gives birth, adopts or enters into a Surrogacy arrangement that is primarily responsible for the day to day care of the child.
Secondary Carer	An employee who is the spouse; or de facto partner; or the employee has or will have responsibility for the care of the child; or as defined and modified by the <i>Fair Work Act 2009</i> , Division 5 Parental Leave and related entitlements.
Surrogacy Arrangement	Refers to when an employee enters into a Surrogacy Arrangement and once the child is born will start permanently residing with the employee.
Week	Refers to an employee's usual working week.

4. OVERVIEW

The following table provides an overview of the procedure.

	Pre-birth Leave	Post-birth Paid Leave	Post-birth Unpaid Leave	Extension
Permanent Employee				
Primary Carer – Birth parent	Up to 6 weeks unpaid*	Up to 16 weeks	Up to 36 weeks	Up to 52 weeks
Primary Carer – Adoption	Up to 2 days unpaid*	Up to 16 weeks	Up to 36 weeks	Up to 52 weeks
Primary Carer – Surrogacy	Up to 2 days unpaid*	Up to 16 weeks	Up to 36 weeks	Up to 52 weeks
Secondary Carer	n/a	Up to 2 weeks	Up to 6 weeks	n/a
Fixed Term Employee				
Primary Carer – Birth parent	Up to 6 weeks unpaid*	n/a	Up to 52 weeks	Up to 52 weeks
Primary Carer – Adoption	Up to 2 days unpaid*	n/a	Up to 52 weeks	Up to 52 weeks
Primary Carer – Surrogacy	Up to 2 days unpaid*	n/a	Up to 52 weeks	Up to 52 weeks
Secondary Carer	n/a	n/a	Up to 8 weeks	n/a
Casual (Long Term) Employee				
Primary Carer – Birth parent	Up to 6 weeks unpaid	n/a	Up to 52 weeks	Up to 52 weeks
Primary Carer – Adoption	Up to 2 days unpaid	n/a	Up to 52 weeks	Up to 52 weeks
Primary Carer – Surrogacy	Up to 2 days unpaid	n/a	Up to 52 weeks	Up to 52 weeks
Secondary Carer	n/a	n/a	Up to 8 weeks	n/a

* can access any accrued Annual Leave or Long Service Leave

5. ELIGIBILITY

Paid Parental Leave is available to:

- Permanent and Part-Time employees who, at the date (or expected date) of birth (or for Adoption or Surrogacy Leave, the date of placement) have a minimum 12 months' continuous service.

Entitlements within this procedure are calculated on a pro-rata basis for Part-Time.

Unpaid Parental Leave is available to:

- Permanent, Fixed Term, Part-Time and Long Term Casual employees who, at the date (or expected date) of birth (or for Adoption or Surrogacy Leave, the date of placement) have a minimum 12 months' continuous service.

Parental Leave is available for an employee, subject to eligibility requirements, who is:

- pregnant or has given birth;
- the partner of a person who is pregnant or has given birth;
- in the process of adopting, or has adopted, a child;
- has entered into a surrogacy arrangement;
- the partner of someone who is in the process of adopting, or has adopted, a child; or
- the partner of someone who has entered into a surrogacy arrangement.

6. LEAVE DUE TO ILLNESS WHILE PREGNANT

An employee who experiences illness related to the pregnancy or the pregnancy ends (other than by the birth of a living child) within 28 weeks of the expected birth of the child, may apply to access their accrued leave entitlements (including their Personal Leave, Annual Leave and Long Service Leave). Where an employee exhausts these paid leave entitlements, the employee may:

- access Leave Without Pay;
- request to work part-time for a period;
- take unpaid Personal Leave; or
- apply to start Primary Carer's Leave early.

The total of unpaid or paid Personal Leave taken does not reduce an eligible employee's entitlement to take 12 months' Parental Leave.

An employee must notify their Manager of taking unpaid or paid Personal Leave. The notice:

- must be given to the Manager as soon as practicable; and
- advise the period, or expected period, of the leave; and
- include a medical certificate from a qualified medical practitioner.

Care and consideration will be given to the employee in accommodating their leave requirements where possible and discussing the employee's return to work.

7. TRANSFER TO A SAFE JOB

This section covers all pregnant employees, whether they are eligible or not eligible (including casuals) to apply for Parental Leave.

While an employee is pregnant, and in the opinion of a medical practitioner is fit for work, but illness or risks arising from the pregnancy or hazards connected with the work make it inadvisable for the employee to continue in their present position, the employee may be transferred to a safe job, with no change to the employee's terms and conditions of employment. An employee must provide medical evidence from a qualified medical practitioner stating they are fit for work but are requesting a transfer to an appropriate safe job for the medically certified risk period.

An appropriate safe job is one which complies with medical advice provided by the employee's medical practitioner, and that has:

- the same ordinary hours of work as the employee's present position, or
- a different number of ordinary hours agreed to by the employee and employer.

When an employee is able to be transferred to an appropriate safe job for the risk period, the Company will pay the employee for the safe job at the employee's full rate of pay (for the position they were employed before the transfer) for the hours that they work in the risk period. If the employee's pregnancy ends before the end of the risk period, it is considered the risk period has finished.

Where there is no appropriate safe job available, an employee may:

- take paid No Safe Job Leave (paid at the employee's base rate of pay) for the period of time that a safe job cannot be found, until either the risk period ceases (up to six weeks prior to the anticipated birth date) or the date the employee commences Primary Carer's Leave, whichever comes first; or
- take unpaid No Safe Job Leave where the employee is not entitled to Parental Leave.

8. PRIMARY CARER'S LEAVE

Primary Carer's Leave includes employees who give birth, employees who adopt or enter into a Surrogacy arrangement.

8.1. Employees who give birth

8.1.1. Entitlement

Employees who give birth are eligible for up to 16 weeks of paid Primary Carer's Leave. Employees may elect to take paid Primary Carer's Leave at half pay. This will result in the employee receiving half of their normal salary for twice the length of time (32 weeks at half pay).

Employees may agree in writing to shorten any period of Primary Carer's Leave; however, the birth parent must take a minimum of six weeks' paid leave after the birth of the child and the employee must provide the Company with a minimum of four weeks' written notice of their request to return to work.

Eligible employees are entitled to a total period of 52 weeks' leave:

- associated with the birth of a child who is born to the employee or their spouse; and
- the employee will be the Primary Carer.

Leave must be taken in a single continuous period and an employee may request to use accrued Annual Leave or Long Service Leave in conjunction with paid and unpaid Primary Carer's Leave. Paid Primary Carer's Leave will be incorporated into the first period of leave taken.

Any period taken by a partner who assumes the role of Primary Carer (non-birth parent) will reduce the Primary Carer's Leave. Public holidays or illness occurring during any period of unpaid Primary Carer's Leave, does not extend the period of entitlement (except for leave taken in accordance with Section 7 Leave due to illness while pregnant). Employees on paid or unpaid Primary Carer's Leave cannot claim Personal Leave.

8.1.2. Commencement of Primary Carer's Leave

A pregnant employee may access Annual Leave or Long Service Leave or unpaid leave up to six weeks before the expected date of birth of the child. Primary Carer's Leave will commence from the date of the birth of the child.

An employee who has given birth must take a continuous period of leave of at least six weeks starting from the date of birth of the child.

A pregnant employee wanting to work the six week period prior to their due date will be requested to provide a medical certificate from a qualified medical practitioner within seven calendar days from the request containing the following:

- statement of whether the employee is fit to continue to work; and
- statement of whether it is safe for the employee to continue to perform their current position

If the employee does not provide the requested medical certificate within seven calendar days after the request, or if the medical certificate states that the employee is not fit to work, the Company may require the employee to take unpaid Primary Carer's Leave or to start Primary Carer's Leave as soon as practical.

8.2. Employees who Adopt

8.2.1. Entitlement

Employees who meet eligibility requirements, and who adopt a child may be eligible to apply for:

- Pre-Adoption Leave (unpaid); and/or
- Primary Carer's Leave (Adoption) (paid and/or unpaid).

The Company's paid Primary Carer's Leave (Adoption) is available for the adoption of eligible children under the age of five as at the expected date of placement. Unpaid Primary Carer's Leave (Adoption) is available for all eligible children over the age of five and under the age of 16 as at the expected date of placement.

An eligible child for the purpose of Primary Carer's Leave (Adoption) is one who is under the age of 16 and who:

- is not otherwise a biological child or step child of the employee or their partner; and
- is not a child who has previously lived continuously with the employee for a period of six months or more.

8.2.1.1. Pre-Adoption Leave

Pre-Adoption Leave is available to all Employees up to two days unpaid to attend any interviews or examinations required to obtain approval for the adoption. The Company may request the employee to take other forms of leave (Annual Leave or Long Service Leave) in place of taking unpaid Pre-Adoption Leave.

8.2.1.2. Primary Carer's Leave (Adoption)

Employees who adopt a child under the age of five as at the expected date of placement and are the Primary Carer, are entitled to 16 weeks of paid Primary Carer's Leave (Adoption). Employees may elect to take paid Primary Carer's Leave (Adoption) at half pay (32 weeks at half pay).

An employee assuming the role of Primary Carer of an adopted child who is over the age of five and under the age of 16 as at the day of placement may apply for unpaid Primary Carer's Leave (Adoption) of an eligible child.

A total period of 12 months of unpaid Primary Carer's Leave (Adoption) is available if the employee will be the Primary Carer. Leave must be taken in a single continuous period and an employee may be requested to use accrued Annual Leave or Long Service Leave instead of or in conjunction with paid and

unpaid Primary Carer's Leave. The length of unpaid Primary Carer's Leave (Adoption) is reduced by the amount of any paid leave granted.

8.2.2. Commencement of Primary Carer's Leave (Adoption)

The leave may start on the day or expected day of placement of the child (when the employee takes custody of the child) or the start of travel reasonably necessary to take custody of the child. Primary Carer's Leave (Adoption) (not including Pre-Adoption Leave) must start on the day of placement of the child.

8.3. Employees who enter into a Surrogacy arrangement

8.3.1. Entitlement

Employees who meet eligibility requirements, and enter into a Surrogacy arrangement may be eligible to apply for:

- Pre-Surrogacy Leave (unpaid); and/or
- Primary Carer's Leave (Surrogacy) (paid or unpaid).

The Company's paid Primary Carer's Leave (Surrogacy) is available for employees who enter into a Surrogacy arrangement, when a child is born as a result of a Surrogacy arrangement and the child will start permanently residing with the employee.

8.3.1.1. Pre-Surrogacy Leave

Pre-Surrogacy Leave is available to all Employees up to two days unpaid to attend any interviews or court hearing prior to surrogacy of a child. The Company may request the employee to take other forms of leave (Annual Leave or Long Service Leave) in place of taking unpaid Pre-Surrogacy Leave.

8.3.1.2. Primary Carer's Leave (Surrogacy)

Employees who enter into a Surrogacy arrangement, are entitled to 16 weeks of paid Primary Carer's Leave (Surrogacy). Employees may elect to take paid Primary Carer's Leave (Surrogacy) at half pay (32 weeks at half pay).

A total period of 12 months of unpaid Primary Carer's Leave (Surrogacy) is available if the employee will be the Primary Carer. Leave must be taken in a single continuous period and an employee may be requested to use accrued Annual Leave or Long Service Leave instead of or in conjunction with paid and unpaid Primary Carer's Leave (Surrogacy). The length of unpaid Primary Carer's Leave (Surrogacy) is reduced by the amount of any paid leave granted.

8.3.2. Commencement of Primary Carer's Leave (Surrogacy)

The leave may start on the day or expected day that the child will permanently reside with the employee.

8.4. Replacement Employees

A replacement employee may be engaged or an employee temporarily promoted or transferred as a result of an employee taking Primary Carer's Leave. Before the commencement of a replacement employee the Company will inform the replacement employee of the temporary nature of the employment or appointment to the position.

8.5. Changes to Primary Carer's Leave

An employee may request an extension of the 52 weeks' period of leave immediately following the end of the Primary Carer's Leave. Approval by the

Company for this extended period of Primary Carer's Leave will be at the discretion of the Company.

The application to extend Primary Carer's Leave must be made in writing and received by the Company at least four weeks prior to the end of the initial Primary Carer's Leave period. This allows for sufficient time to make childcare arrangements should the Primary Carer's Leave extension be declined. Primary Carer's Leave can only be extended once, subject to approval based upon current operational requirements. The total period of leave cannot exceed 24 months from the start of the Primary Carer's Leave.

Employees may request to shorten their leave, which is subject to the Company's agreement and written notice provided by the employee. The application to shorten Primary Carer's Leave must be made in writing and received by the Company at least four weeks prior to the date that the employee wishes to return to work.

A written response will be provided by the Company to confirm if the request has been granted or reasons why a request cannot be granted. This response will be provided within 21 days of making the request. Managers must consult with the HR Section prior to reaching a decision.

9. SECONDARY CARER'S LEAVE

9.1. Entitlement

An employee, who is not the Primary Carer, may be eligible to apply for eight weeks of Secondary Carer's Leave (including two weeks paid), commencing no later than six weeks after the birth of the child. This leave may be taken concurrently with the employee's partner who is the Primary Carer. This leave may be taken in separate periods, not shorter than two weeks at any one time.

Continuous roster employees will be paid in accordance with the roster cycle they are on for the period of Secondary Carers' Leave. An employee is entitled to Secondary Carer's Leave associated with:

- the birth of a child who is born to their partner;
- the placement of a child for adoption; or
- entering into a surrogacy arrangement.

This is subject to eligibility and evidence required in Section [17.4](#).

9.2. Commencement of Secondary Carer's Leave

For Secondary Carer's Leave associated with the birth of a child who is born to their partner, leave must not start before the birth of the child.

For Secondary Carer's Leave associated with the placement of a child for adoption or where entering into a surrogacy arrangement, leave must not start before the date of placement of the child.

10. KEEPING IN TOUCH

It is the responsibility of both the employee and their Manager to ensure regular contact is maintained between them while on Parental Leave. This is important for the employee to continue to feel a part of the team and keep up to date with team and business activities, thus making for an easier transition upon their return.

Contact may include, but should not be limited to:

- Invitation to attend team meetings;
- Social functions; and
- Newsletters.

11. SUPERANNUATION ON UNPAID PARENTAL LEAVE

The Company is committed to supporting employees during primary carers leave and will continue to pay superannuation contributions during the first 12 months.

Eligible employees on unpaid primary carers leave will be paid superannuation (at the equivalent value of the pre-leave Company contributions) to their nominated superannuation fund for a period of up to 36 weeks of unpaid leave.

The total period of company superannuation contributions resulting from a combination of paid and unpaid primary carers leave will be up to twelve months in total.

12. OTHER ENTITLEMENTS DURING PARENTAL LEAVE

During paid Primary or Secondary Carer's Leave:

- Superannuation will continue to be paid; and
- Public holidays will be paid however the occurrence of a public holiday during the leave period does not extend the paid leave period; and Annual Leave and Long Service Leave will accrue.

During unpaid Primary Carer's Leave:

- The Company will continue to pay superannuation contributions, at the employee's pre-leave rate, for a maximum of 36 weeks.
- An employee's service will be recognised (i.e. the leave does not break continuity of service);
- An employee is unable to use Personal Leave;
- Public holidays will not be paid; and
- Annual Leave and Long Service Leave will not accrue.

During unpaid Secondary Carer's Leave:

- An employee's service will be recognised (i.e. the leave does not break continuity of service);
- Superannuation will not be paid;
- An employee is unable to use Personal Leave;
- Public holidays will not be paid; and
- Annual Leave and Long Service Leave will not accrue.

13. OBLIGATIONS DURING PRIMARY CARER'S LEAVE

Other employment may not be undertaken during Primary Carer's or Secondary Carer's Leave. Undertaking such employment without advance written approval by the Company will be regarded as a serious breach of employment obligations and the Company's Code of Business Conduct.

13.1. Change in circumstances as Primary Carer

An employee must notify the Company of any changes to their circumstances as the Primary Carer. Any leave taken by an employee's partner as a Primary Carer will reduce the entitlement to paid and/or unpaid leave up to a total balance of 52 weeks

Any period of approved leave (paid or unpaid) may be withdrawn by the Company with not less than four weeks' notice where the circumstances giving rise to the granting of leave are no longer applicable. In the case of an employee who has given birth, any return to work must not be earlier than six weeks after the date of birth of the child. An employee wishing to change their leave provision by reason of changed circumstances must provide at least four calendar weeks' notice in writing.

14. RETURN TO WORK

The Company will make efforts to facilitate return to work and recognises the need for employees to combine and balance their career and family obligations. The Company will consider and explore mutually suitable arrangements that recognise the demands of balancing work and family needs and to help the employee transition back into the workplace, where operationally possible.

An employee will be entitled to return to the substantive position which they held immediately before starting Primary Carer's Leave (or prior to any transfer to a safe job). Should this position no longer exists and there are other positions available which the employee is qualified for and capable of performing, the employee will be entitled to a position as nearly comparable in status and remuneration to their former position.

An employee should discuss specific needs such as a requirement for breast milk expressing facilities upon their return to work with their Manager or Human Resources.

14.1. Confirmation of return to work

An employee returning to work after a period of Primary Carer's Leave, must give a minimum of four weeks' notice of their intention to do so in writing prior to the expiration of Primary Carer's Leave. This notice must be provided to their Manager.

A Parental Leave Return to Work request must be submitted via Workday, for all employees returning from Primary Carer's Leave.

If the employee is returning to a different position, or their terms and conditions have changed, a new employment contract must be created and accompany the Job Change submission in Workday.

15. FLEXIBLE UNPAID PARENTAL LEAVE

An employee may request to take Flexible Unpaid Parental Leave after they have returned to work from a period of Parental Leave. Flexible Unpaid Parental Leave comes from the balance of an employee's 12 month entitlement to Parental Leave.

Employees are eligible to 100 days of Flexible Unpaid Parental Leave. The leave must be taken before the child turns 2 or within 2 years of the date of placement of the child.

Flexible Unpaid Parental Leave can be taken consecutively or separately. The minimum period taken is one day at a time. Pregnant employees are eligible to take some of their Flexible Unpaid Parental Leave six weeks prior to the expected birth date of the child.

16. APPLYING FOR LEAVE

16.1. Notice

- Notice of Primary Carer's Leave must be provided at least 10 weeks prior to commencement of leave advising that they or their partner are pregnant, intending to adopt a child or intending on entering into a surrogacy arrangement, and must specify the intended start and end dates of the leave.
- Notice of Secondary Carer's Leave requires at least four weeks' notice prior to commencement of leave and must advise that their partner is pregnant, intending to adopt a child or intending on entering into a surrogacy arrangement, and must specify the intended start and end dates of the leave.
- An employee must declare Primary Carer's Leave taken by their partner as a Primary Carer.

16.2. Application for leave

Applications for Parental Leave applications are completed in WorkDay. The request will be sent to the employee's Manager for review. People Services will then review and approve all applications prior to Payroll processing.

16.3. Application to change the period of leave

At least four weeks' notice in writing must be provided by an employee to request a change to the period of leave (whether extending or shortening).

The period of leave is permitted to be lengthened once where at least four weeks' written notice is given. Subject to the Company's agreement, a further extension may be granted, provided that the period will not exceed 24 months from the start of the leave.

Leave may be shortened subject to the Company's agreement and written notice provided by the employee.

A written response will be provided by the Company to confirm if the request has been granted or reasons why a request cannot be granted. This response will be provided within 21 calendar days of making the request.

16.4. Evidence

An employee must provide the following evidence when applying for Primary Carer's Leave or Secondary Carer's Leave.

16.4.1. Primary Carer's Leave

A medical certificate or letter from a medical practitioner certifying the pregnancy and expected date of birth. A statutory declaration stating that the employee will be the child's Primary Carer during the period and details of any leave to be taken by their partner.

16.4.2. Primary Carer's Leave (Non-birth parent)

If the non-birth parent employee wishes to access paid or unpaid Primary Carer's Leave, they must provide a statutory declaration from both parents about who and what leave (dates) will be taken from their respective employer.

16.4.3. Primary Carer's Leave (Adoption)

A letter from the appropriate State (or overseas) authority, confirming that an adoption order has been made for the relevant eligible child and the expected

date of placement. A statutory declaration stating that the employee will be the child's Primary Carer during the period and details of any leave taken by their partner.

16.4.4. Primary Carer's Leave (Surrogacy)

A statutory declaration stating that the employee will be the child's Primary Carer during the period and details of any leave taken by their partner.

16.4.5. Leave due to illness while pregnant:

Notice must be given to the Manager as soon as practicable, advising the Manager of the period, or expected period, of the leave, and provide a medical certificate or letter from a qualified medical practitioner.

16.4.6. Secondary Carer's Leave

Medical certificate or letter from a qualified medical practitioner certifying their partner's pregnancy and expected date of birth or a statutory declaration stating that the employee will be the child's Secondary Carer during the period of leave and details of any leave taken by the Primary Carer.

16.4.7. Secondary Carer's Leave (Adoption)

A letter from the appropriate State (or overseas) authority, confirming that an adoption order has been made for the relevant eligible child and the expected date of placement. A statutory declaration stating that the employee will be the child's Secondary Carer during the period and details of any leave taken by their partner.

16.4.8. Secondary Carer's Leave (Surrogacy)

A statutory declaration stating that the employee will be the child's Secondary Carer during the period, whether they will receive any form of surrogacy payment from the Commonwealth, and details of any leave taken by their partner.

16.4.9. Transfer to a safe job or no safe job leave

Medical certificate or letter from a qualified medical practitioner stating they are fit for work but are requesting a transfer to an appropriate safe job for the medically certified risk period.

16.5. Applying for a second period of leave

Employees who have taken a period of Parental Leave do not have to work for another 12 months before they can take another period of Parental Leave with the Company. Should the Primary Carer already be on a period of unpaid leave for the birth or adoption of a child and wish to take another period of leave for the birth or adoption of a subsequent child this will be permitted, and entitlements will be in accordance with Section [9.1.1](#) and [9.2.1](#).

17. AUSTRALIAN GOVERNMENT FUNDED PAID PARENTAL LEAVE

You may be eligible to receive government funded Paid Parental Leave. This will be paid concurrently with Company paid Primary Carer's and Secondary Carer's Leave. Please refer to www.humanservices.gov.au (Department of Human Services) for all eligibility requirements and further information. We also recommend that you seek independent financial advice regarding any taxation implications.

18. SUBJECT MATTER EXPERT

For further information please contact the Human Resources Department.

19. REVIEW

This procedure will be reviewed at least every year from the date of revision or as appropriate changes are required due to legislative or other triggers.

20. DOCUMENT HISTORY

20.1. Document information

Current Version	5.1
First Released	July 2013
Last Updated	13/05/2024
Effective By	13/06/2024
Review Frequency	Every 3 years
Review Before	13/05/2027
Document Authoriser	Manager - Human Resources
Functional Owner	General Manager – People and Culture

20.2. Document amendment history

Version	Date	Section(s) Amended	Summary of Amendment
2.0	24/04/2017	All	Clarification of entitlements. Document Number changed to align with HDAL-BMS-05-STD01 Document and Data Standard
3.0	05/11/2018	4 5 9.1.1, 9.2.1.2, 9.3.1.2 9.1.2 10.1 12 14. 14.1 15.4.6 15.5	New Definition 'Continuous Roster'; revised Definitions 'Primary Carer' and 'Week'. Revised Overview table contents. Revised leave entitlements Updated process. Included reference to continuous roster employees. Updated public holiday details. Minor updates. Updated process Minor update. New section 'Applying for second period of leave.
4.0	10/02/2020	4 Whole of document	'Associated Documents' section - document references updated. Content transposed into current Procedure template.
5.0	31/05/2023	15 17 Whole of document	Paragraph added Remove reference to 'Dad and Partner Pay' Content transposed into current Procedure template.

6.0	13/05/2024	Whole of document	Removed references to P1's and P4's; Removed references to obsolete forms; Updated Parental Leave return to work process; Added in Superannuation support for Primary Carers and Updated Entitlements.
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