



Parental Leave Policy

This Parental Leave Policy applies to all Employees of the business.

The objective of the policy is to provide support and guidance on leave provisions for employees who are expecting a child or adopting a child.

The requirement is for all staff to comply with Parental Leave Policy.

Procedures (not required)

Purpose

The purpose of this policy is to provide support and guidance for employees at Sydney Drafting Concepts and Designs who are expecting a child or adopting a child, by outlining the company's provisions for paid and unpaid parental leave. This policy aims to create a family-friendly work environment that enables employees to balance their professional and family responsibilities while promoting gender equality and equal opportunity in the workplace.

Objective

The objectives of this policy are:

- To support employees during pregnancy, childbirth, and adoption processes by providing appropriate leave entitlements and accommodations.
- To facilitate a healthy work-life balance for employees, enabling them to effectively manage their family and professional commitments.
- To promote gender equality and equal opportunity by ensuring that all employees, regardless of their gender, have access to parental leave provisions.
- To provide a supportive work environment that encourages employee retention and engagement during major life events, such as the birth or adoption of a child.
- To comply with relevant legislation, regulations, and best practices relating to parental leave, including the *Fair Work Act 2009*, the *Paid Parental Leave Act 2010*, and the *Sex Discrimination Act 1984*.

Policy Requirements

In order to achieve the objectives outlined above, the following requirements must be met:

- **Parental Leave Entitlements:** Sydney Drafting Concepts and Designs will provide employees with paid and unpaid parental leave entitlements in accordance with the *Fair Work Act 2009* and the *Paid Parental Leave Act 2010*. This includes provisions for primary and secondary caregivers, as well as provisions for adoption leave.
- **Eligibility:** Employees must meet the eligibility criteria for parental leave, as set out in the *Fair Work Act 2009*, including minimum periods of continuous service with the company. Employees are required to provide appropriate documentation, such as medical certificates or adoption paperwork, to confirm their eligibility for parental leave.
- **Notice Requirements:** Employees must provide Sydney Drafting Concepts and Designs with written notice of their intention to take parental leave, including the expected start and end dates of their leave, as soon as practicable and at least 10 weeks prior to the commencement of the leave.
- **Flexible Work Arrangements:** Sydney Drafting Concepts and Designs will consider requests for flexible work arrangements, such as part-time work, job sharing, or working from home, to accommodate employees returning from parental leave. Such requests will be evaluated

on a case-by-case basis, taking into account the needs of the employee, the operational requirements of the company, and any relevant legislation.

- **Keeping In Touch Days:** Employees on unpaid parental leave may access up to 10 Keeping In Touch (KIT) days to maintain their connection with the workplace, participate in training or professional development activities, or facilitate a smooth transition back to work. KIT days must be mutually agreed upon by the employee and Sydney Drafting Concepts and Designs.
- **Return to Work:** Employees have the right to return to their pre-parental leave position or an equivalent role upon the conclusion of their parental leave, in accordance with the *Fair Work Act 2009*. Sydney Drafting Concepts and Designs will provide support and resources to facilitate a smooth transition back to work, including access to breastfeeding facilities, where available.
- **Anti-Discrimination:** Sydney Drafting Concepts and Designs is committed to providing a workplace free from discrimination and will not tolerate any form of discrimination based on pregnancy, parental status, or family responsibilities. Employees who believe they have been subjected to discrimination should report the matter to their supervisor, Human Resources, or through the company's grievance procedures.

The Director is responsible for communicating the Parental Leave Policy to all persons working for or on behalf of the organisation and making it available to interested parties.