PARENTAL LEAVE POLICY

1.0. PURPOSE

This policy outlines the parental leave that Glad Group employees may access. It defines when employees are eligible for parental leave, and it outlines the process for parental leave requests and approvals. Employees are entitled to take parental leave in accordance with their relevant industrial instrument or contract of employment, but this cannot be less than what is provided for in the National Employment Standards (NES) within the Fair Work Act or any applicable state-based regulation.

2.0. SCOPE

This policy is applicable to all Glad Group employees in Australia. For the purpose of this policy Glad Group consists of:

- **Glad Group Pty Ltd** | ABN 62 092 928 115
- Glad Security Pty Ltd t/as **Glad Group Services** | ABN 99 122 097 590
- **Australian Protective Services** | ABN 46 610 471 424
- **Glad Maintenance Pty Ltd** | ABN 85 127 522 481
- **Auxus Pty Ltd** | 12 655 147 292
- Stratium Global Pty Ltd t/as **Unifyd Technology** | 55 627 094 366
- **Australian Protective Services Pty Ltd** | 47 610 471 424

3.0. POLICY STATEMENT

Employees are entitled to parental leave in accordance with an applicable industrial instrument, and the NES under the Fair Work Act and this policy must be read in conjunction with these. To the extent of an inconsistency between the terms of this policy and the conditions of an applicable industrial instrument or regulatory obligations, the terms and conditions more favourable to the employee will prevail.

3.1. Parental Leave

Glad Group manages parental leave in accordance with the Fair Work Act. Parental leave is unpaid leave.

Parental leave can be taken after:

- an employee gives birth
- an employee's spouse or de facto partner gives birth
- an employee adopts a child under 16 years of age

Full Time Employees and Part Time employees

- have at least 12 months continuous service with Glad Group
- are entitled to a maximum period of 12 months unpaid parental leave to be the primary carer of a newborn or newly adopted child

Casual Employees

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- have been employed with Glad Group on a regular and systematic basis for at least 12 months
- have a reasonable expectation of continuing working for Glad Group on a regular and systematic basis, had it not been for the birth of adoption of a child
- are entitled to a maximum period of 12 months unpaid parental leave to be the primary carer of a newborn or newly adopted child

Concurrent leave

Eligible employees may take parental leave concurrently with their partner's parental leave in accordance with the Fair Work Act. Concurrent leave must not start earlier than the date of the birth of the child/placement for adoption unless Glad Group agrees.

Request for Parental Leave to Be Taken

Pregnant employees can start their parental leave up to 6 weeks before the expected date of birth (or earlier if agreed by Glad Group).

- employees must give Glad Group at least 10 weeks written notice before they start their parental leave, or if this is not practicable, as soon as it is practicable
- the notice must include the approximate start and end date of their parental leave

All parental leave requests must be recorded as unpaid leave in the time and attendance system as per section 3.2.

Other Paid Leave When on Parental Leave

Employees may apply for other types of paid leave to be taken concurrently with parental leave, e.g. annual leave or long service leave. Employees are not entitled to paid personal/carer's leave or compassionate leave during parental leave. The taking of other paid leave does not extend the total period of parental leave.

Employees may also be entitled to special forms of parental leave, including special maternity leave and no safe job leave in accordance with the Fair Work Act. People & Culture can provide further information about special forms of parental leave.

Extension of Parental Leave

Employees may request to extend their parental leave with certain conditions.

First 12 months

Employees who initially planned to take less than 12 months parental leave can extend their leave up to a total of 12 months.

- the requests must be in writing to the manager at least 4 weeks before the end date of the employee's initial period of parental leave
- the request must specify the new end date
- any further requests for an extension within the first 12 months need to be agreed between Glad Group and the employee

Post 12 months

Employees that have taken 12 months of unpaid parental leave, can apply to extend their leave for an additional 12 months (total 24 months).

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- the request must be in writing to the manager or People & Culture at least 4 weeks before the end of the first 12 month period
- the request must specify the new end date and outline the reason for the requested change
- Glad Group must respond in writing within 21 days, stating whether the leave is granted or not
- an extension may be granted or refused based on the operational requirements of Glad Group

There is no automatic entitlement to return to work before the planned date (other than in accordance with s 77A of the Act).

- if an employee wants to reduce their parental leave and return to work earlier than planned, Glad Group must agree to the request
- the request for reduction must be in writing to the manager at least 4 weeks before the proposed new return date.

Keeping in Touch Days

Employees can attend work for 'keeping in touch days' during their unpaid parental leave.

A keeping in touch day is when an employee performs work to help with their return to work at the end of their parental leave. This includes but not limited to:

- refresh skills
- participate in training
- participate in planning day/s
- attend a conference

The work must only be for the purpose of keeping in touch. It cannot be to cover another employee's absence, due to short staffing or to perform their normal duties.

Request for a Keeping in Touch Day/s

Employees do not have to use keeping in touch days if they don't want to and there must be a written agreement between Glad Group and the employee to return to work for a keeping in touch day.

Both employees and Glad Group can request a keeping in touch day.

Employees:

- a keeping in touch day cannot be utilised within the first 14 days of the child's birth. After 14 days the employee can suggest a keeping in touch day
- request must be in writing to the manager at least 7 days prior to the event
- the keeping in touch day can be scheduled as soon as Glad Group has agreed in writing

Glad Group:

- After 42 days of the child's birth, Glad Group can suggest a keeping in touch day
- request must be in writing to the employee at least 7 days prior to the event
- the keeping in touch day can be scheduled as soon as the employee has agreed in writing
- the keeping in touch day must be recorded in the time and attendance system as a normal day worked

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- the manager must also email Payroll on payroll@gladgroup.com.au to inform of the keeping in touch day (including how many hours are utilised) prior to the keeping in touch day taking place to ensure that the employee is paid correctly and in a timely manner

Keeping in touch days can be taken as part of a day, single day, or consecutive days.

Payment of Keeping in Touch Day/s

Employees can take up to 10 paid keeping in touch days for each 12-month period of unpaid parental leave, by agreement with Glad Group. These days do not impact the length of the unpaid parental leave period.

Employees must be paid their normal rate of pay for the keeping in touch day and accumulate leave entitlements if they are a permanent employee.

Employees receiving the Australian Government's Parental Leave Pay should consider how keeping in touch days may impact their payments.

Returning to Work following Parental Leave

Employees returning to work after taking parental leave, have the right to request flexible working arrangements. This may include working part-time instead of full-time and changes to starting and finishing times.

Glad Group will take into consideration length of employment, operational requirements and the employees' personal circumstances when determining a request for flexible working arrangements. The request must:

- be in writing
- outline what changes are being asked for

3.2. Recording Requests for Parental Leave

Employees must record all parental leave requests as unpaid leave in the time and attendance system prior to taking the leave. If a circumstance prevents an employee from being able to record their parental leave, the leave must be recorded by the manager.

4.0. LOG OF CHANGES

DATE	AMENDMENTS	AUTHORISED BY	REVISION
September 2024	Initial Policy (previously included in Leave Policy)	Ann Shanahan	1

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5.0. RELATED POLICIES AND PROCEDURES

- Leave Policy
- Glad Group of Conduct

6.0. CONTACT FOR QUESTIONS

Please contact People & Culture if there are any questions regarding this policy.

Authorised by:



Head of People & Culture

Kiri Chase

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