

# Parental Leave Policy Template Example

## **Purpose**

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This is to give parents additional flexibility and time to bond with their new child and adjust to their new family situation. Flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations.

## **Scope**

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Applies to all eligible employees, including full-time, part-time, and long-term casual employees.

## **Policy Statement**

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This policy outlines the parental leave entitlements available to employees in accordance with Australian workplace laws. It supports a family-friendly and inclusive work environment where all eligible employees are given the opportunity to balance work and parenting responsibilities with confidence and support.

## **Definitions**

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1. **Parental Leave-** refers to the time an employee takes off work to care for a newborn or newly adopted child. It can be paid or unpaid and is available to both parents to support their transition into parenthood.
2. **Eligible Employee-** is someone who has worked with the employer for at least 12 months on a full-time, part-time, or regular and systematic casual basis, and has a reasonable expectation of continuing employment.

## **Eligibility**

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To qualify for Parental Leave under this Policy, the employee must meet the following conditions:

1. The employee must have been employed by the company for at least six months and be classified as a full-time or part-time regular employee, as defined by [Employer].
2. The employee must also meet one of the following criteria:
  - a. Have given birth to a child; or
  - b. Be a spouse or committed partner of a woman who has given birth to a child; or
  - c. Have adopted a child who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent.

## Entitlements

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### 1. Paid Parental Leave

- 18 weeks of paid parental leave for all new parents, from day one — inclusive of birth, adoptive, surrogate, foster, and same-sex parents
- Can be taken flexibly: in one block, multiple blocks, or part-time over up to 36 months

### 2. Government-funded Parental Leave (PPL)

- In addition to the 18 weeks of company-paid leave, employees may still access 20 weeks of government-funded PPL

### 3. Extended Support — Return-to-Work Premium

- New parents working three to four days per week receive the equivalent of an extra day's pay weekly for 12 months after returning
- Those working fewer than three days receive a half-day weekly top-up
- KPI relief is offered during this period to support transition

### 4. Superannuation Continuity

- Continuing employer superannuation contributions while employees are on both paid and unpaid parental leave.

### 5. Flexible Work Option

- A comprehensive flexible-work policy with 12+ options including:
  - FamilyFlex: special support during school holidays
  - Part-time work, remote work, adjusted hours, purchased leave, etc.
- From day one, employees can use this to shape their work based on life and family needs

### 6. Return-to-Work Programs

- Structured return programs:
  - Return to Work — a fully paid 24-week internship-style program for employees returning from extended breaks
  - Reconnect — coaching support from Parents at Work to aid career reintegration

## Keeping In Touch and Planning Ahead

Taking parental leave doesn't mean the employee has to step away entirely. The employee can access up to 10 paid "Keeping in Touch Days" to join important meetings, planning sessions, or training and using them during Paid Parental Leave won't reduce the employee's leave balance.

At the same time, the employee's superannuation will continue to grow, not only throughout the Paid Leave but also for up to 34 weeks of Unpaid Leave, as well as while receiving the Return-to-Work Support Payment. Because securing the employers and employees' future matters.

### Support Beyond the Expected

Families begin and grow in many different ways — and our policies are designed to reflect that.

- Fertility Leave: Up to 5 paid days a year for treatment and recovery
- Miscarriage Leave: 10 paid days after experiencing a miscarriage

Becoming a parent is more than just planning — it’s emotional, physical, and personal. At [Company], we believe support shouldn’t start and end with birth, but be there throughout your parenting journey.

### Additional Rights and Protections

The *Fair Work Act* provides strong protections for employees during pregnancy, parental leave, and return to work. Employers should understand and act on these obligations to ensure compliance and create a safe, inclusive workplace.

Scenario	Entitlement
<i>Stillbirth or infant death</i>	Full parental leave still applies, plus compassionate leave.
<i>Pregnancy-related illness</i>	Access to unpaid special parental leave.
<i>Unsafe job during pregnancy</i>	Reassignment to a safe job or paid 'no safe job leave'.
<i>Role changes while on leave</i>	Employers must consult affected employees.

#### Stillbirth

In instances where workers who meet the above eligibility tests experience a stillbirth, or where the infant dies, the worker will continue to receive their Parental Leave Pay. This payment will continue to be paid to the worker regardless of any selection to return to work before the end of their Paid Parental Leave period by that worker.

#### Pregnancy-Related Illness

Employees experiencing a pregnancy-related illness may access unpaid special parental leave. This can commence as early as required, based on medical advice. A medical certificate is usually needed to support the leave, and the time taken does not reduce their general parental leave entitlement.

#### Unsafe Job During Pregnancy

If a pregnant employee cannot safely perform their usual job, even with adjustments, they are entitled to be transferred to a safe job with no change to pay or conditions. If a safe job is not available, the employee may take paid 'no safe job leave', provided they are eligible. This applies before the commencement of unpaid parental leave.

**Role Changes While on Leave**

Employers are legally required to consult employees on any significant changes to their role or workplace arrangements while they are on parental leave. This includes restructures, redundancies, or reassignment of duties. Employees must be given the opportunity to provide input and be updated on changes that may affect their return to work.

**Notice**

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1. An Eligible Employee shall initially notify his or her supervisor of the need for Parental Leave and include the estimated timing and duration of such leave at least 60 calendar days in advance of the need for Parental Leave, where practical.
2. If the need for Parental Leave is not foreseeable, an Eligible Employee must give notice of the need to his or her supervisor as soon as practical.

As is the case with all Company Policies, [Employer] reserves the right to modify this policy.