

**Purpose:**

To clarify entitlements to and support for employees undertaking parental leave.

**Scope:**

All employees of HVTC, including HVTC staff employees and Hosted employees, are covered by this policy.

**Responsibilities:**

Human Resources is responsible for the development, implementation and review of this policy. All Managers are responsible for discussing requests for parental leave with their staff as required. Managers are responsible for making recommendations to HR regarding all requests for parental leave from their employees.

**Document Owner:**

Manager HR & Safety

## Policy:

HVTC provides comprehensive support for eligible employees undertaking parental leave. This support is consistent with and supplementary to provisions made by Fair Work Australia and the Commonwealth Government.

Staff employees are entitled to the equivalent of 9 weeks paid parental leave, paid at the base weekly rate.

**Definitions:**

Eligible employee

Any employee is entitled to parental leave if they satisfy the following criteria:

- They are a permanent employee; and
- They have had one single period of at least 12 months continuous service with HVTC immediately before the date or expected date of the birth of the child or date or expected date of placement of an adopted child; and
- They are responsible for providing primary care to a child upon the birth of their child or their partner's child; or upon adoption placement of a child who is not the birth child of the employee or the employee's partner, under the age of 16 and has not lived continuously with the employee for 6 months or longer.

Casual employees are eligible for leave if they have been employed with the company on a regular and systematic basis for a period or sequence of periods of at least 12 months duration and have a reasonable expectation of ongoing employment with the Company.

No temporary fixed term staff member will have their contract of employment extended beyond the date when it would have otherwise expired by reason of the operation of parental leave conditions.

**Related Documents:**

Parental Leave Procedure  
Fair Work Ombudsman website

Signed:



Sharon Smith  
CEO

**Approved by Board of Directors: 6<sup>th</sup> March 2014**

Due consideration has been given to legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.