

1. Scope

Everyone has different needs and wants around Parental Leave. The Parental Leave policy covers maternity, dad, partner, adoption, special parental and surrogacy leave.

Note that any time that you take paid leave at ANC, your other leave accrual entitlements are maintained, and this paid time also counts as service. This isn't the case when you're on unpaid leave, or being paid via the Government funded Paid Parental Leave Scheme.

Who does this policy apply to?

All permanent employees of Australian News Channel (ANC) with at least 12 months' continuous service.

When does this policy apply?

When you are the primary caregiver of the child over the period of Parental Leave (that is, you don't share the caring responsibilities with a spouse or partner during the majority of the leave period).

2. What are you entitled to?

Read through the table in the Appendix to see what parental leave options are available for you as a:

- Primary Caregiver
- Primary Caregiver – Federal Government Paid Parental Leave
- Consecutive Periods of Parental Leave
- Partner Leave (not Primary Caregiver)
- Adoption Leave (Primary Caregiver)
- Surrogacy Leave
- Special Parental Leave (if pregnancy unexpectedly ends from 20 weeks of pregnancy)

3. How to apply for Parental Leave

When requesting Parental, Dad and Partner, Adoption, and Surrogacy Leave, you should advise your Manager of your intentions at least 8-10 weeks before the baby is due. Complete the "Parental Leave Request Form" from Payroll. Take note of the documents required to submit your leave request.

4. During Parental and Adoption Leave

Keep in touch with your Manager while you're on leave so that you're in the loop of any significant changes and to let your Manager know of any changes that may affect your return to work, for example, a wish to return to work on a part-time basis.

If you are requesting an extension of up to an additional 52 weeks of Primary Caregiver leave, advise your Manager in writing at least 8 weeks before the originally intended return date and include your new proposed return date. Your Manager supports your desire to spend extra time with your children and any request will be genuinely and fairly considered; while also taking into account ANC's business operating requirements. You will be advised in writing the outcome of your request no later than 21 days after you've made your request.

If you decide, and your Manager agrees, you can arrange for the occasional paid day back at work to 'keep in touch' throughout your period of Parental Leave.

If your Parental or Adoption Leave is going to be for three or more months, you may be asked to return any Company property such as laptop, motor vehicle, car park access etc.

5. Returning to work

Advise your Manager of your return to work date at least eight (8) weeks before your expected return date.

The position you held prior to going on leave will be available for you to return to at the end of your leave period. If you were transferred to more appropriate job towards the end of the pregnancy (i.e. one that was 'safer'), you will return to the position you held prior to the transfer.

There are certain circumstances which provide you with the option to request working on a part-time basis, or for flexible hours. Have a read of the Flexible Working Arrangements Policy that will be provided to you by Human Resources. To submit this request you need to write to your Manager at least 12 weeks prior to your expected return to work date. A decision on the request will be genuinely considered and determined in line with ANC's business operating requirements. Your Manager will advise you of the outcome in writing within at least 3 weeks of your request. It may not always be possible for ANC to approve your request but you will be advised (in writing) of the reasons if this is the case.

6. Policy Version and revision information

Title	Parental Leave
Version	1.0
Date of Issue	October 2017
Policy Owner	General Manager, Human Resources
File Name	Parental Leave

Appendix

Leave Type	What you get	Eligibility	Other
Primary Caregiver	As part of your Parental Leave period, you are entitled to 6 weeks paid Parental Leave (excluding federal government Paid Parental Leave). You are entitled to 52 weeks unpaid Parental leave and entitled to an additional period of unpaid leave or up to 52 weeks (104 continuous weeks)	Permanent employees with at least 12 months continuous employment with ANC and if you are the primary caregiver of the child over the period of Parental Leave.	<ul style="list-style-type: none"> The leave entitlement must use your accrued annual leave balance as at the first day of commencing your parental leave, and Long Service Leave, where applicable. You can request your paid leave component as a lump sum payment of 6 weeks base salary up front at commencement of Parental Leave; Payment at the regular pay rate for 6 weeks at your regular pay intervals (either fortnightly or monthly); or payment at half the regular pay rate for 6 weeks at your regular pay intervals. If you're still working six weeks before the due date, you may be asked to provide a medical certificate to confirm it's safe for you to continue working in your usual job. If your usual job is unsafe, you could be transferred to a temporary role that your Doctor advises is safer for the final stages of pregnancy. If there isn't a suitable and safe job in the business, you would be eligible for Special Parental Leave for the period.

Primary Caregiver – Federal Government Paid Parental Leave	18 weeks of paid parental leave to eligible primary caregivers.		<ul style="list-style-type: none"> You are encouraged to enquire about payments under this scheme and understand your eligibility requirements. If you are eligible, these payments are in addition to the entitlements provided under ANC's Parental Leave. To register for the Government Paid Parental Leave scheme you must apply directly to the Family Assistance Office (FAO). The FAO then pays ANC for each eligible employee who has registered their details with the FAO, and ANC will manage the payments on behalf of the FAO.
Consecutive Periods of Parental Leave		You will be eligible for paid parental leave if you have resumed work for a minimum of six months following the earlier period of Parental Leave.	<ul style="list-style-type: none"> If you are ineligible to receive a paid parental benefit you will still be eligible for up to 52 weeks unpaid Parental Leave, which may include accrued annual or long service leave.
Partner Leave (not primary caregiver)	You are entitled to 1 week paid leave and 3 weeks unpaid leave (4 weeks leave in total).	Permanent employees with a minimum of 12 month's service leave must commence within the first month of the birth.	<ul style="list-style-type: none"> The partner leave must commence within the first month of the birth and may be taken in separate periods of no less than 2 weeks. The unpaid portion could be other forms of leave such as Annual Leave or Long Service Leave. You are also eligible for 2 weeks paid leave from the Government. To register for the Government Paid Parental Leave scheme you must apply directly to the Family Assistance Office (FAO). The FAO

			then pays ANC and ANC will manage the payments on behalf of the FAO.
Adoption Leave (Primary Caregiver)	You are entitled to 6 weeks paid Adoption Leave and an additional 52 weeks unpaid leave, with an option to request an additional 52 weeks (104 continuous weeks).	Permanent employees with minimum of 12 months' service and adopting a child under the age of 16 years.	<ul style="list-style-type: none"> New Dads and same-sex partners of babies born or adopted may be eligible to receive two weeks government funded parental leave. To see the requirements and make a claim, see the Department of Human Services website at: http://www.humanservices.gov.au.
<p>Surrogacy Leave</p> <p>A surrogate mother is someone who conceives, carries and gives birth to a child for another person or couple. The surrogate mother hands over the child to that person or couple after the birth.</p>	You are entitled to 4 weeks paid Surrogacy Leave.	Permanent employees with 12 months continuous service.	<ul style="list-style-type: none"> If you are becoming parents through a surrogacy arrangement, you are entitled to the same leave and pay provisions as Adoption leave, provided the child will be placed with you as the intended parent upon birth; you will be the primary caregiver of the child; and you have 12 months' continuous employment with ANC. All provisions for protection of employment, notification, returning to work and continuity of employment, as outlined for Adoption Leave, apply to you if you are eligible for leave and pay through a surrogacy arrangement.
Special Parental Leave	Six weeks paid special parental leave if the pregnancy unexpectedly ends from 20 weeks of pregnancy or birth weight is more than 400g.	Permanent employees with 12 months continuous service.	<ul style="list-style-type: none"> ANC supports Stillbirth Foundation. More information can be accessed through www.stillbirthfoundation.org.au.