



Policy Name:	Parental Leave Policy
Attention:	LSH Group Australia Employees
Version:	1.4
Last Reviewed:	1 st April 2026
Effective From:	1 st April 2026
Approved By:	GCEO / Corporate Review / MD

Parental Leave Policy

1. Purpose

This policy outlines LSH Group Australia's approach to parental leave, supporting employees who become parents or carers, while ensuring compliance with the *Fair Work Act 2009 (Cth)* and the *National Employment Standards (NES)*.

The Company is committed to:

- Providing fair and equitable access to parental leave
- Supporting employees during parental transitions
- Preventing discrimination on the basis of pregnancy, parental status, or family responsibilities

2. Scope

This policy applies to:

- All permanent full-time and part-time employees
- Eligible long-term casual employees (in line with NES)

Where an Enterprise Agreement or Award applies, this policy operates in conjunction with those instruments.

3. Legislative Framework

This policy reflects employee entitlements under:

- *National Employment Standards (NES)*
- *Fair Work Act 2009 (Cth)*
- *Anti-discrimination legislation (federal and state)*
- *Paid Parental Leave Scheme (Services Australia)*

Where there is any inconsistency, legislation prevails.

4. Parental Leave Entitlements (NES)

Eligible employees are entitled to:

- Up to 12 months unpaid parental leave; and
- The right to request an additional 12 months

This includes:

- Birth-related leave
- Partner leave
- Adoption leave



- Special maternity leave
- Flexible unpaid parental leave (up to 100 days within 24 months)

Eligibility generally requires:

- 12 months' continuous service; and
- Responsibility for the care of a child

5. Company Paid Parental Leave

5.1 Primary Carer Leave

Eligible employees may access up to:

- 12 weeks paid parental leave

This applies to:

- Birth or adoption of a child under 16

Payment options:

- Full pay (12 weeks)
- Half pay (24 weeks)
- Lump sum (subject to approval)
- Split periods within 24 months (subject to business approval)

5.2 Secondary Carer Leave

Eligible employees may access up to:

- 4 weeks paid parental leave

Flexible options include:

- Full pay or half pay
- Split periods or agreed days within 24 months

If an employee's caring status changes, any further entitlement will be assessed in line with Company policy and fairness principles.

A Secondary Carer, who has taken Secondary Carers Paid Parental Leave, and subsequently become the Primary Carer of the child, will not be entitled to any further period of paid parental leave beyond the 4-week period.

6. Interaction with Government Paid Parental Leave

Employees may be eligible for payments under the Australian Government Paid Parental Leave Scheme.

These payments:

- Are administered separately by Services Australia
- Do not reduce Company-paid parental leave unless required by law

Employees are responsible for confirming their eligibility.



7. Notification Requirements

Employees must provide:

- At least 10 weeks' written notice of intended parental leave
- At least 4 weeks' notice of any changes
- Supporting documentation (e.g. medical certificate or adoption documentation)

8. Flexible Work and Return to Work

Eligible employees have the right to request flexible working arrangements under *the Fair Work Act*, including:

- Part-time work
- Flexible hours
- Remote work

Requests will be:

- Considered in good faith
- Responded to in writing within 21 days
- Only refused on reasonable business grounds

Employees are entitled to:

- Return to their pre-parental leave role; or
- An equivalent role if the original position no longer exists

9. Leave and Service

- Paid parental leave counts as service for leave accruals (pro-rata where applicable)
- Unpaid parental leave does not accrue leave, but does not break continuity of service

Employees may take annual leave or long service leave:

- Before or after parental leave (not to extend total leave unlawfully)

10. Superannuation

Superannuation will be paid in accordance with:

- Superannuation Guarantee legislation

(Note: As of recent reforms, super may apply to certain government parental leave payments.)

11. Special Circumstances

Stillbirth or Infant Death

Employees remain entitled to parental leave in accordance with the NES.
Additional support may include:

- Compassionate leave
- Access to Employee Assistance Programs (EAP)



12. Workplace Contact During Leave

Employees may:

- Elect to remain informed about workplace matters
- Participate in training or key updates by agreement

The Company will not require employees to perform work during parental leave.

13. Non-Discrimination and Protections

Employees are protected from:

- Discrimination due to pregnancy or parental status
- Adverse action for taking or requesting parental leave

All decisions will comply with:

- Fair Work Act general protections
- Anti-discrimination laws

14. Compliance and Enforcement

This policy is a lawful and reasonable direction.
Any concerns or disputes should be raised with:

- The employee's Manager; or
- Human Resources

All matters will be assessed case-by-case and in accordance with legal obligations.

15. Definitions (Simplified)

- **Primary Carer:** Employee with primary responsibility for care of the child
- **Secondary Carer:** Employee sharing care but not primary responsibility
- **Eligible Employee:** Employee meeting NES eligibility criteria / 12 months of continuous service
- **Parental Leave:** Leave taken for birth or adoption of a child

16. Review

This policy will be reviewed regularly to ensure compliance with legislation and best practice.

17. Policy Status

This Policy does not form part of any employee's contract of employment. It is a lawful and reasonable direction of the Company with which compliance is required. Any statement in this Policy about what the Company will or will not do does not create a legally binding obligation on the Company.

This Policy may be amended from time to time to reflect changes in legislation, regulatory requirements or organisational needs.



Appendix A Parental Leave Application Form

At least four weeks' prior to commencing parental leave, you are required to submit the below application form to confirm your dates or proposed dates of leave. Work with your manager to determine your leave entitlements.

You should have already notified your manager of your intention to take parental leave providing at least 10 weeks' notice with evidence (medical certificate/ adoption statement) prior to completing this form.

Employee Personal details:			
Name:			
Position:			
Date of hire:		Department:	
Location:		Date submitted:	
Parental leave details:			
First day of leave:			
Last day of leave:			
Anticipated Return Date:			
Distribution of leave:			
Type of leave:	Date from:	Date to:	Number of weeks:
Annual Leave			
Company Primary Paid Parental Leave (12 weeks)			
Company Secondary Paid Parental Leave (4 weeks)			
Government Paid Parental Leave			
Unpaid Parental Leave			
Long Service Leave			
Total # of weeks' leave (maximum 52 weeks)			
Employee Signature:			
Date:			



Approving Manager Section:

- Did the employee submit this application for parental leave providing 4 weeks' notice?
Yes / No
- Does the employee have 12 months continuous, active service?
Yes / No
- Is the maximum period of leave being taken 52 weeks?
Yes / No
- Has a leave application form been submitted through ADP with the above dates?
Yes / No
- Did the employee provide evidence of their parental leave?
Yes / No
- Have you provided HR with a copy of the evidence (Medical Certificate/Adoption Letter)
Yes / No
- If you answered no to any of the above, please provide commentary:

Manager Name:

Manager Signature:

Date:

Please return a digital copy of this parental leave application form to your Human Resources Manager for processing.