



Parental Leave Policy

This is a high-level summary for all staff. Full details are set out in the Parental Leave Policy.

Our Commitment

LSH Group Australia supports employees during parental leave in accordance with the *Fair Work Act 2009 (Cth)* and the *National Employment Standards (NES)*.

We are committed to providing fair access to parental leave and ensuring employees are not disadvantaged due to pregnancy, parental status, or family responsibilities.

Your Entitlements (Summary)

Eligible employees may be entitled to:

- Up to 12 months unpaid parental leave
- The right to request an additional 12 months unpaid leave
- Flexible unpaid parental leave (up to 100 days within 24 months)
- Access to Company Paid Parental Leave (where eligible):
 - Up to 12 weeks (Primary Carer)
 - Up to 4 weeks (Secondary Carer)

You may also be eligible for the Government Paid Parental Leave Scheme.

Your Responsibilities

You are required to:

- Provide required notice of parental leave (generally 10 weeks' notice)
- Provide supporting documentation (e.g. medical or adoption evidence)
- Keep your Manager informed of any changes to your leave plans
- Comply with Company policies during your employment

Flexible Work and Return to Work

You may request flexible working arrangements (e.g. part-time or flexible hours).

The Company will:

- Consider requests in good faith
- Respond in writing within 21 days
- Only refuse requests on reasonable business grounds

You are entitled to return to:

- Your pre-leave role; or
- An equivalent role if your position no longer exists

While on Leave

- You are not required to perform work while on parental leave
- You may choose to stay informed about workplace updates
- Paid parental leave counts towards service (pro-rata where applicable)

Respect and Protection

You are protected from:

- Discrimination related to pregnancy or parental responsibilities
- Adverse action for taking or requesting parental leave

Compliance

All matters relating to parental leave will be managed on a case-by-case basis in line with legislation.

Failure to comply with Company policies may result in action in accordance with Company procedures.

Acknowledgement

I acknowledge that:

- I have read and understood the Parental Leave Policy – One Page Summary;
- I understand this summary does not replace the full **Parental Leave Policy**;
- I agree to comply with the full policy and all related Group policies;
- I understand that non-compliance may result in disciplinary action.

I further acknowledge that this summary should be read in conjunction with the full **Parental Leave Policy** which is available on the intranet.