

This document is to be used as a guide only and applies to all employees of Ipswich City Council (ICC) covered by Council's Enterprise Agreements. Employees should discuss parental leave arrangements with their Manager/Supervisor and seek advice from the People and Culture Branch.

1.0 Parental Leave

Parental leave is made available to primary caregivers and partners both in paid and non-paid parental leave entitlements. In combination with parental leave, accrued annual leave and if eligible long service leave accruals can also be utilised.

1.1 Paid Parental Leave

Paid parental leave is an entitlement for permanent and fixed-term employees appointed with Council for longer than 1 year and (if applicable) where the end date of a fixed-term appointment does not cease prior to the end date of the parental leave period.

Parental leave is available to only one parent at a time (the parent who is the primary caregiver of the child during the period of leave), in a single unbroken period. Parents who are both employees' of ICC may share the paid parental leave.

For paid parental leave eligibility, employees must have completed more than one 1 year of continuous service with Council, and the following entitlements will apply to the primary caregiver in accordance with Council's enterprise agreements:

Years of Continuous Service	Entitlement
One (1) year full service	Payment for 6 weeks at ordinary rates
Two (2) years full service	Payment for 8 weeks parental leave at ordinary rates
Three (3) years or more full service	Payment for 10 weeks parental leave at ordinary rate

Part-time employees are eligible for paid parental leave on a pro-rata basis based on the average weekly hours for the previous 12 months.

In addition to the above applicable entitlement, provided an employee has a balance of more than 2 weeks sick leave, an employee is entitled to access an additional 2 weeks leave, which will be deducted from the employee's available sick leave balance.

Relative to and as outlined in the above table, the employee also has the option of double the time at half pay entitlement.

An employee's leave entitlements will continue to accrue as normal during the paid parental leave entitlement period.



1.2 Unpaid Parental Leave

In addition to the paid parental leave entitlement, permanent and fixed-term employees are able to submit a request as part of their initial request for parental leave that can include unpaid parental leave, conditional that the total parental leave period does not exceed 52 weeks. In conjunction with unpaid parental leave, accrued annual leave and if eligible long service leave accruals can be utilised.

Casual employees that have engaged in long-term continuous employment with Council for 12 months or longer will be entitled to unpaid maternity leave for a period of up to 52 weeks.

During the unpaid parental leave portion, employees are encouraged to apply for the Australian Government Paid Parental Leave Scheme via the [Department of Human Services \(Centrelink\)](#).

Upon approval of the Australian Government Paid Parental Leave Scheme, the employee can elect to have this paid through ICC payroll. Further advice on this provision can be provided by contacting [Payroll](#).

Leave entitlements will continue to accrue during unpaid leave for up to 90 days. After 90 days leave accruals and superannuation contributions will cease until the employee returns to work.

1.3 Adoption Leave

Adoption leave may be taken by an employee for a minimum of 8 weeks and a maximum period of 52 weeks period, and must be taken in a continuous period. Adoption leave is unpaid, but the employee in conjunction with unpaid adoption leave may access annual and/or long service leave. There is no entitlement to sick leave, unless the Supervisor/Manager agrees.

An employee intending to adopt a child is entitled to 2 days unpaid leave for the purposes of attending interviews or examinations as part of the adoption process.

1.4 Surrogacy Leave

Surrogacy leave may be taken by an employee for a minimum of 8 weeks and a maximum period of 52 weeks period, and must be taken in a continuous period. Surrogacy leave is unpaid, but the employee in conjunction with unpaid adoption leave may access annual and/or long service leave. There is no entitlement to sick leave, unless the Supervisor/Manager agrees.

1.5 Extending Parental Leave

Permanent, fixed-term, and long-term casual employees are entitled to submit an application to ICC in relation to extending parental leave for a further 52 weeks, on the condition that the unpaid parental leave is unbroken and does not exceed a total of 104 weeks.

If an employee seeks to extend their parental leave, the arrangements must be firstly discussed their Supervisor/Manager for an agreement to be reached. Following the agreement, an application to request an extension must be made in writing and sent via email to the People and Culture [mailbox](#) at least 14 days prior to the initial parental leave period ending.



2.0 Providing Leave Notification to ICC

Employees (applying for Parental, Paternity/Partner, or Adoption leave) must provide a completed leave form to the People and Culture [mailbox](#) within at least 10 weeks' notice of intention to take parental leave. The form must be approved by the employee's Manager/Supervisor.

Before commencing leave, the employee must provide the People and Culture Branch with:

- Doctor's certificate that outlines estimated due date; and
- A statutory declaration that states the period of any parental leave required by the spouse.

3.0 Paternity/Partner Leave

An employee's spouse or partner of the primary caregiver is entitled up to 8 weeks of unpaid parental leave at the same time of the primary caregiver that is on parental leave. While the employee of ICC, a spouse or partner of the primary caregiver is on unpaid parental leave there is no entitlement to sick leave, annual leave and/or long service leave, unless the Manager/Supervisor agrees. Details of the spouse or partner taking leave should be included in the statutory declaration that is to be provided to the People and Culture Branch prior to the parental leave taking place.

4.0 Special Parental Leave

Where a pregnancy terminates for reasons other than the birth of a living child and the employee has already given notice of intention to proceed with parental leave, the employee shall notify the People and Culture Branch of the changed circumstances as soon as practicable.

Where, after the first twenty weeks, a pregnancy terminates for reasons other than the birth of a living child or where the child passes during the period of paid parental leave, the employee shall continue to be entitled to 14 weeks paid leave.

5.0 Access to a Subsequent Period of Parental Leave

An employee:

- Who becomes pregnant while on parental leave; or
- Whose spouse becomes pregnant while that employee is on parental leave; or
- Who is to adopt a child/children while on parental leave; or
- Who is an intended parent under a surrogacy arrangement while on parental leave;

is eligible, without resuming duty, for a subsequent period of parental leave in accordance with the provisions of this guideline.



6.0 Keeping in Touch

Keeping in touch (KIT) days allows an employee who is still on unpaid parental leave to return to work for a few days to help them connect and transition back into the workplace by refreshing their skills to assist in their return to work.

KIT days may include:

- Participating in a planning day;
- Involvement in training or;
- Attending a conference.

An employee will be paid their normal pay for working KIT days or part days.

An employee on unpaid parental leave is entitled up to 10 keeping in touch days. This does not affect their unpaid parental leave entitlement.

If an employee extends their period of unpaid parental leave beyond 12 months, they can take an additional 10 KIT days.

KIT days can be worked:

- As a part day
- 1 day at a time
- A few days at a time, or
- All at once.

A KIT day can be worked at least 42 days after the birth of a child or adoption. It can only be earlier if the employee requests it. If a request is made, a KIT day cannot be worked earlier than 14 days after the birth, adoption, or residing commencement for surrogacy. The employer and employee have to agree to which days are worked.

An employee does not have to use all KIT days if they wish not to.

7.0 Impact on Superannuation and Life Insurance

During the parental leave period superannuation contributions will cease. However, the death and disablement insurance will continue with premiums being deducted from the employee's benefit. To make changes and request deferring options, the employee should contact their superannuation provider.

8.0 Impact on Novated Lease

Novated lease vehicle payments will cease during the period of parental leave. Employees affected should contact their respective novated lease organisation to seek further advice on novated lease arrangements.

9.0 Cancellation of Parental Leave, Adoption Leave and Surrogacy Leave

Cancellation of parental leave, adoption leave, or surrogacy leave may be cancelled by providing at least 2 weeks written notice to the People and Culture Branch [mailbox](#) if the leave has been applied for, but not commenced.

10.0 Flexible Working Arrangements

At the conclusion of parental leave, an employee can request to return to their position under a flexible working arrangements (FWA). It is encouraged that FWA options should be discussed during 'Keeping in Touch' days with the employee's Supervisor/Manager. FWA options available includes work from home, part-time work, change start/finish time, and change to work hours.

The employee must submit a [FWA Form](#). The completed form must have relevant approvals prior to being submitted to the People and Culture Branch [mailbox](#).

11.0 Links

[Parental Leave Application Form](#)

[Flexible Working Arrangements Request Form](#)

[Planning for Parental Leave](#)

[Department of Human Services \(Centrelink\) website](#)

[Industrial Relations Act 2016 \(Qld\)](#)

[ICC Officers Certified Agreement 2018](#)

[ICC Civic Centre Certified Agreement 2018](#)

[ICC Local Government Employees Certified Agreement](#)

[ICC LGE Waste Certified Agreement 2018](#)

12.0 Definitions

CONTINUOUS SERVICE:	Means service under an unbroken contract of employment and includes any period of parental leave taken in accordance with award provisions, any part-time employment worked in relation to parental leave provisions and any period of leave or absence.
CHILD:	Means a child of the employee under the age of one year except for adoption of a child where 'child' means a person under the age of five years who is placed with the employee for the purposes of adoption, other than a child or step-child of the employee or of the spouse of the employee or a child who has previously lived continuously with the employee for a period of six months or more.

Parental Leave Guidelines

Our Values:



Collaboration



Communication



Integrity



Efficiency



Leadership

TOGETHER WE PROUDLY ENHANCE THE QUALITY OF LIFE FOR OUR COMMUNITY

LONG-TERM CASUAL:	Means a casual employee that has been employed with ICC for 12 months or longer.
PRIMARY CAREGIVER:	Means the person who assumes the principal role of providing care and attention to a child.
SPOUSE:	Includes a de facto or former spouse, including a spouse of the same sex as the employee, however in relation to adoption leave does not include a former spouse.
PARTNER(S):	Partner or de-facto of primary caregiver.