



HUMAN HABITATS

NEW PARENT PAYMENT

Admin Policy
November 2024

Policy Summary

Policy Name: New Parent Payment Policy

Attributable to: Directors, Operations, Accounting

At Human Habitats, we recognise the importance of supporting our employees during significant life events, such as the birth or adoption of a child. As an employer committed to the well-being and work-life balance of our employees, we provide parental leave benefits in accordance with the Australian Government regulations.

HH also provides benefits beyond what the Government mandates, to support our staff during these important times in our lives.

This policy outlines the guidelines and entitlements for parental leave for our employees.

This policy is to be read in accordance with the *Fair Work Act 2009 (Cth)* (**FW Act**) and the *Paid Parental Leave Act 2010 (Cth)* (**PPL Act**).

Eligibility

All permanent Employees who are the carer of a newborn or newly adopted child (includes full-time and part-time employees¹) who have completed a minimum of 12 months of continuous service with Human Habitats are eligible for statutory unpaid parental leave in accordance with the FW Act.

Both parents can take part in the Govt Scheme (refer to the *Parental Leave Duration & Payment Matrix*).

A balance payment is available to eligible employees under this Policy (**Parent Payment**). Employees will be eligible for the Parent Payment if they (1) qualify for Australian Government Parental Leave scheme *and* (2) have completed 24 months of continuance service for Human Habitats.

Any leave entitlements will be calculated from the child's date of birth or adoption.

Employees are required to submit the following documents and / or information to the Human Habitats HR Department at least 10 weeks prior to the presumed date of the birth of the child:

- a medical certificate stating the expected date of birth;
- the date of commencement of parental leave;
- any period of leave to be taken by the spouse / partner; and
- the expected return to work date or dates.

Executive Notes:

¹ Casual Staff are excluded from this policy. Refer to Decision Paper and Minutes from Board Meeting June 2023.



Policy Benefits

Salary – Balance Payment

Human Habitats will pay the balance of an employee's salary for the period of Government Parental Leave for which they qualify. All eligible Parental Leave must be taken within two years for the date of birth or adoption of child.

The Human Habitats Parent Payment will be calculated on average days worked per week for previous two years of employment (inclusive of pro-rata part time employees).

Government payments and any extra Parent Payments will occur simultaneously.

Please refer to the *Parental Leave Duration & Payment Matrix* in this document for further information.

Additional Salaried Leave

Staff who have been employed at Human Habitats for a period of five years meet the criteria to qualify for the HH Additional Paid leave. Refer to the *Parental Leave Duration & Payment Matrix* in this document for further information. Leave must be taken within two years of the date of birth/adoption of the child.

Super

Superannuation contributions are not paid during parental leave under this policy².

The Government Paid Parental Leave Scheme does not pay super as part of the Scheme.

Extra Family Leave (Family Sick Leave)³

Employees who are parents are entitled to Extra Family Leave, providing them with a maximum of five non-accumulative days of family leave per year (re-assessed annually at January 01). Eligibility for this component of the Policy is from the birth of child until the beginning of the year the child is attending Primary School (age 5-6 years).

The primary aim of this leave is to ensure parents use sick leave for themselves where it is needed rather than an employee's sick leave being eroded by the care of younger children who do need greater care. A further aim of this leave is to assist parents in the transition back to work from parental leave.

Employees new to HH with children not yet in primary school qualify at the start of employment as outlined above.

Unpaid Leave

Unpaid leave is available as part of this Policy and in accordance with applicable laws. It is to be used within 2 years from the birth of the child in line with the Fair Work Act 2009.

For Employees with under 7 years of service, 1 year of total leave can be utilised. Employees who have served less than 7 years of service can request an additional 12 months of unpaid leave at the discretion of the CEO.

Where Employees do not take a full allowance of paid leave, the balance is allowable as unpaid leave. Please refer to the *Parental Leave Duration & Payment Matrix* in this document for further information.

Executive Notes:

² Refer Decision Paper and Board Meeting Minutes June 2023.

³ Family Sick Leave doesn't extend into further personal leave.



Parental Leave Duration & Payment Matrix

HH Service Years	Govt Leave (Min. Pay)	HH Balance Pay ⁴	HH Additional Pay & Leave ⁵	Total Paid Leave	Unpaid Leave Allowance	Extra Family Leave ⁶
10+ years	Up to 22 weeks	Up to 22 weeks	4 weeks full Salary	Up to 26 weeks	Up to 10+ weeks	5 days
7+ years	Up to 22 weeks	Up to 22 weeks	2 weeks full Salary	Up to 24 weeks	Up to 10+ weeks	5 days
5+ years	Up to 22 weeks	Up to 22 weeks	1 weeks full Salary	Up to 23 weeks	Up to 52 weeks	5 days
2+ years	Up to 22 weeks	Up to 22 weeks	0	Up to 22 weeks	Up to 52 weeks	5 days
1+ years	Up to 22 weeks	Up to 0 weeks	0	Up to 22 weeks	Up to 52 weeks	5 days
<12 months	Subject to Govt work test ⁷	0 weeks	0	0	Up to 52 weeks	5 days

Child's date of birth or adoption is from	Your family can get up to
1 July 2024	110 days, or 22 weeks based on a 5 day work week
1 July 2025	120 days, or 24 weeks based on a 5 day work week
1 July 2026	130 days, or 26 weeks based on a 5 day work week

Executive Notes:

⁴ Independent HH Policy.

⁵ Independent HH Policy.

⁶ Independent HH Policy.

⁷ Federal Govt Policy **no** Parental Leave Entitlements <https://www.servicesaustralia.gov.au/work-requirements-for-parental-leave-pay-for-child-born-or-adopted-from-1-july-2023>



If you're a single parent, you'll get all Parental Leave Pay days. However, if you choose, you can give approval to share Parental Leave Pay with another parent. Read more about [sharing your payment](#).

If you have a partner, some of your Parental Leave Pay will be reserved to share with them. You'll need to decide together how to use the rest of the days. How many days you have reserved depends on your child's date of birth or adoption.

Child's date of birth or adoption is from	How many days are reserved for your partner
1 July 2024	10 days
1 July 2025	15 days
1 July 2026	20 days

Clawback

This Policy subsidises an employee's leave and rewards longevity in the business. As a condition of receiving Parent Payments, an employee must pay back all Parent Payments where they choose to leave the business within 12 months of returning to work after accessing Parent Payments. This also applies where the employee chooses not to return to work at all or not within HH Policy timeframes.

Transition Back to Work

Return to Work

This policy encourages employees to use whatever time they need to enjoy, recover and get ready to get back to work with their team.

An employee may request their working arrangements change after any periods of parental leave.

HH supports part time directly on return to work but employees should keep in mind that a change in responsibilities may be required. This will be more applicable with Client and Staff Management roles for 3 days a week and less. The business will genuinely consider a request to change working conditions on return to work from parental leave, however, this is not guaranteed. If the employee's request is refused, the response will include details of the reason for refusal.

A staff member pursuing a part time role must schedule their days within the HH Flexible Work Policy.

HH will transition a staff member back to their original responsibilities when that staff member is ready to re-commit to full time work, and where the original role is still required and available.

Keeping in touch days⁸

10 paid Keeping in Touch Days are provided to assist with returning to work and staying connected with your team. These will be provided whilst on leave.

Work on a Keeping in Touch Day may include participating in a planning day, training, or work on a project.

Keeping in Touch Days can be worked as half a day, 1 day at a time, a few days at once or all 10 at once. An employee does not have to use Keeping in Touch Days at all if they don't wish to.

Executive Notes:

⁸ Federal Govt requirement.



Payments

Government Leave

Applications must be made direct with Services Australia; HH will need to be identified as the employer. This will ensure that Government Leave payments are made to a HH nominated bank account.

Human Habitats Balance Payment

Where the employee qualifies for the HH Parent Payments, these will be paid in conjunction with Government Parental Leave Pay.

Human Habitats Additional Payment & Leave

Where an employee qualifies for the HH Additional Payment & Leave, this must be taken as leave and will be paid in the following pay run.

Claiming Timeframes

All eligible Parental Payments and Additional Leave must be taken within two years for the date of birth or adoption of child.
