

Policy name

LEAVE POLICY

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LEAVE POLICY	1
LEAVE POLICY	3
ANNUAL LEAVE POLICY	3
PURCHASED LEAVE	5
PERSONAL/CARER'S LEAVE	5
UNPAID CARER'S LEAVE	6
FLEXIBLE WORKING AND LEAVE	6
ALL OTHER LEAVE TYPES	7
PAID FAMILY & DOMESTIC VIOLENCE LEAVE	8
COMPASSIONATE LEAVE	8
PARENTAL LEAVE	12
ADOPTION LEAVE	12
PARENTAL LEAVE FOR STILLBIRTH, PREMATURE BIRTH OR INFANT DEATH	13
SPECIAL MATERNITY LEAVE ("SML")	14
TRANSFER TO A SAFE JOB	15
KEEPING IN TOUCH DAYS	15
TAKING OTHER LEAVE DURING PARENTAL LEAVE	16
GOVERNMENT FUNDED PAID PARENTAL LEAVE	16
EMPLOYER-FUNDED PAID PARENTAL LEAVE	17
CONSULTATION DURING PARENTAL LEAVE	17
RETURN TO WORK GUARANTEE	17
COMMUNITY SERVICE LEAVE	17
LONG SERVICE LEAVE	17

LEAVE POLICY

This policy sets out information on various types of leave that arise during employment.

FABRIC GROUP HOLDINGS PTY LTD ("Fabric Group") will endeavour to, where possible, approve leave requests by employees in order to best accommodate personal, family, work and community commitments, without compromising the achievement of Fabric Group's business objectives.

Leave entitlements are outlined under the National Employment Standards in the Fair Work Act 2009 (Cth) ("the Fair Work Act"), in addition, employees may have entitlement to leave under Professional Employees Award, enterprise agreement or State legislation (such as long service leave legislation).

This policy sets out employees' entitlements to leave and the manner in which leave must be requested by employees. To the extent of any inconsistency between this policy and the legislation referred to above, the provisions of the legislation shall prevail.

In so far as this policy imposes any obligations on Fabric Group (i.e. those in addition to those set out in legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees (i.e. those in addition to those set out in legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee's written employment contract.

Fabric Group may unilaterally introduce, vary, remove or replace this policy at any time.

ANNUAL LEAVE POLICY

Eligibility & Entitlement

Permanent full-time employees are entitled to 4 weeks' paid annual leave per year (pro rata for permanent part-time employees). Annual leave accrues progressively throughout the year according to an employee's ordinary hours of work and is cumulative from year to year.

Annual leave can be used as it accrues throughout the year (subject to approvals). The leave balances can be viewed in Employment Hero and an employee's payslip.

Casual employees and contractors are not entitled to paid annual leave.

Procedures for Requesting Annual Leave

All requests for annual leave must be approved in advance by Fabric Group. An employee should discuss a leave plan with their Line Manager/ Project Lead and HR Lead of Fabric Group and get the approval prior to seeking the approval from Fabric Group's Client. Fabric Group will consider an employee's request in conjunction with the business and operational needs of the workplace.

Annual leave requests are to be submitted and approved via Employment Hero, providing sufficient notice concurrent with the amount of leave being requested. General notice timeframes shown below, following a "1 + 1 rule" as per Fabric Group's standard practice;

Annual leave requested	Notice
3 weeks or more	6 weeks or more
1-2 weeks	2-4 weeks
2-4 days	4-8 days
1 day	2 days

An employee must have an accrued leave balance of at least the amount of leave planned to take. As Contractors do not accrue leave and therefore no entitlement to annual leave.

Simply making a request for annual leave does not automatically entitle the employee to take that leave. Fabric Group may refuse to authorise a period of annual leave on the grounds of the operational requirements of the business or in the event that insufficient notice has been given. Fabric Group will not unreasonably refuse to approve a period of annual leave or deny a period of annual leave which has already been authorised.

For any periods of annual leave, it is expected that all relevant stakeholders of Fabric Group are aware of the leave, that an employee has completed a sufficient handover and the out of office notice gives clear information including who to contact in an employee's absence along with the return to work date.

Leave Loading

All employees will receive this as an annualised amount included in their package with Fabric Group. Please refer to the Professional Employees Award for details.

Direction to Take Annual Leave

Fabric Group may direct an employee to take annual leave during a business shutdown period pursuant to clause 18.4 of the Professional Employees Award. Where an employee is directed to take annual leave, Fabric Group will endeavour to provide as much notice as possible, with a minimum period of 28 days notice in writing.

Termination of Employment

An employee is entitled to receive payment for the balance of their accrued by untaken annual leave when their employment is terminated.

PURCHASED LEAVE

Purchased Leave is an agreement between Fabric Group and the employees, to allow the employees to use part of their annual salary to purchase additional leave. The cost of the additional leave is averaged over the twelve month Purchasing Year and paid by way of a reduced fortnightly salary.

All permanent employees who have passed their probationary period with Fabric Group can make a request to purchase additional leave that is up to 5 days each Purchasing Year as per agreement between the two parties. The request should be made to the HR of Fabric Group and an employee may also be directed to take annual leave prior to purchasing the additional leave.

PERSONAL/CARER'S LEAVE

Eligibility & Entitlement

Personal/carer's leave refers to both sick and carer's leave. The entitlement to receive personal/carer's leave arises as follows:

- where an employee is unfit to work because of personal illness or injury; or
- an employee is required to provide care or support to a member of their immediate family or household due personal illness, injury or an unexpected emergency.

For the purposes of this Policy, 'immediate family' means a spouse, former spouse, de-facto partner, former de-facto partner, child, parent, grandparent, grandchild or sibling of the employee; or a child, parent, grandparent, grandchild or sibling of the spouse or former spouse, de-facto partner or former de-facto partner of the employee. Immediate family also includes step-relations (for example a step-parent or step-child) and adoptive relations.

Full-time employees are entitled to 10 days paid personal/carer's leave per year (at the base rate of pay, as defined under the Fair Work Act). Part-time employees are entitled to a pro rata amount of 10 days paid personal/carer's leave per year, based on their ordinary hours of work. An employee's entitlement to personal/carer's leave accrues progressively throughout the year and is cumulative from year to year. Casual employees are not eligible for paid personal/carer's leave.

Procedures for taking Personal/Carer's Leave

The following procedures apply:

- An employee must, where practicable, advise their manager of their inability to attend work prior to the commencement of their work and as far as possible the nature of the illness or situation and the estimated period of absence; and

- Fabric Group may require an employee to produce a medical certificate or other satisfactory evidence to prove their inability to attend for duty for absences of 2 or more days or if the absence is surrounding a weekend and/or public holiday or other rostered day off. Failure to produce a medical certificate or other satisfactory evidence will result in the employee's leave not being approved or paid.
- On return to work after a period of personal/carer's leave an employee is required to ensure that personal/carer's leave is applied for in Employment Hero and reflected in their timesheet accordingly.

UNPAID CARER'S LEAVE

In addition to the paid entitlements outlined above, casual employees and permanent employees (who have utilised all of their paid personal/carer's leave) can access unpaid carer's leave entitlements for the purposes of providing care or support to a member of their immediate family or household due personal illness, injury or an unexpected emergency.

Employees are entitled to a period of up to 2 days unpaid carer's leave for each permissible occasion.

Procedures for Taking Unpaid Carer's Leave

The procedural requirements for accessing these benefits are as per personal/carer's leave (see above).

FLEXIBLE WORKING AND LEAVE

It is important to recognise that Fabric Group's ways of working have evolved over the years to allow for more flexibility, whether that be remote/hybrid work or alternative hours. The ability to work flexibly is designed to enable the same output, collaboration and employee development as always whilst maintaining a healthy work/life focus.

The guidelines surrounding *temporary remote work/flexibility requests and leave are as follows;

- If an employee is not feeling well and would be unable to complete normal work tasks, a personal/carer's leave should be taken on the day. Working remotely/from home should not be used instead of taking sick leave.
- If an employee plans to travel overseas and would like to work remotely during that period of time, any request for a temporary remote working arrangement must be directed to Fabric Group HR prior to discussing with clients.

Fabric Group will try our best to accommodate all temporary remote working requests. However, depending on operational needs (client access/requirements, time zones etc.) of the business there may be times when these requests cannot

be approved or need to be negotiated alongside annual leave or other available leave.

ALL OTHER LEAVE TYPES

PAID FAMILY & DOMESTIC VIOLENCE LEAVE

All employees (including casual employees) are entitled to 10 days paid family and domestic violence leave per year to deal with family and domestic violence. It may be taken in a continuous 10-day period, separate periods of one or more days or any separate periods to which you and the Fabric agree on.

This type of leave is available in full on commencement of employment but does not accumulate from year to year.

An employee may take paid family and domestic violence leave if:

- the employee is experiencing family and domestic violence; and
- the employee needs to do something to deal with the impact of the family and domestic violence; and
- it is impractical for the employee to do that thing outside the employee's ordinary hours of work.

Examples might be attending court appointments or meetings with the police.

Family and domestic violence is defined as violent, threatening or other abusive behaviour by a close relative, a member of an employee's household, or a current or former intimate partner of theirs that:

- seeks to coerce or control the employee; and
- causes the employee harm or to be fearful.

A close relative is a person who:

- is a member of the employee's immediate family (as defined above); or
- is related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

Fabric Group will treat requests for family and domestic violence leave with confidentiality, as far as it is practicable to do so. Family and domestic violence leave will not be referenced in payslips.

How is Paid Family & Domestic Violence Leave Paid?

Family and domestic violence leave is paid at an employee's "full rate of pay", for full-time and part-time employees this means they will be paid as if they had not taken the period of leave, for casual employees it will be paid as if they had worked the hours in the period for which they were rostered.

Full rate of pay includes all of the following:

- incentive-based payments and bonuses;
- Loadings if applicable;

- monetary allowances;
- overtime or penalty rates;
- any other separately identifiable amounts.

Procedures for Taking Paid Family & Domestic Violence Leave

To be eligible for paid family and domestic violence leave employees must comply with the following conditions:

- Where it is practical to do so, an must advise their manager by phone call (not text message) of their inability to attend for work prior to the commencement of their work and state the reason for the absence and the estimated period of absence; and
- The employee may be required to produce evidence to prove the need to take family and domestic violence leave. Such evidence may include a document issued by the police, a court or a family violence support service or by the employee giving a statutory declaration.

COMPASSIONATE LEAVE

Eligibility & Entitlement

The purpose of taking compassionate leave is for an employee to either spend time with an immediate family member who has sustained a life-threatening illness or injury, or to take the compassionate leave as a result of the death of an immediate family or household member. Compassionate leave is also available in the event of a still-birth or miscarriage, in certain circumstances.

1. Paid Compassionate Leave.

Permanent employees are eligible to access 2 days paid compassionate leave per occasion if a member of their immediate family or household:

- contracts a personal illness that poses a serious threat to their life; or
- sustains a personal injury that poses a serious threat to their life; or
- dies.

Employees are also able to take compassionate leave if they or their current spouse/de facto partner has a miscarriage. In addition, employees can take compassionate leave if they experience a stillbirth. They can also take compassionate leave if there is a stillbirth within their family and the child would have been an immediate family or household member of the employee had the child been born alive.

“Immediate family” has the same meaning as for personal/carer’s leave, as explained above. Permanent employees are entitled to payment at their base rate of pay for the employee’s ordinary hours of work (as defined under the Fair Work Act) when taking compassionate leave. Casual employees are not eligible to access paid compassionate leave.

2. Unpaid Compassionate Leave.

Casual employees are eligible to access 2 days compassionate leave per applicable occasion; however, this is unpaid.

Procedural requirements for taking compassionate leave

To be eligible for these benefits an employee must comply with the following conditions:

- An employee shall, where practicable, advise their manager of their inability to attend for work prior to the commencement of their work and as far as possible state the reason for the absence and the estimated period of absence; and
- An employee shall produce appropriate written documentation as evidence to prove their inability to attend for duty on the days in respect of which compassionate leave is claimed. On return to work after a period of compassionate leave the employee will be required to complete the appropriate leave form.

PARENTAL LEAVE

Employees may be able to access a period of unpaid parental leave when their child is born or when they adopt a child. There are also various other forms of leave that support pregnant employees and new parents.

Eligibility & Entitlement

Employees with at least 12 months service with Fabric Group can access unpaid parental leave for an initial period of up to 12 months. Employees can also request an extension of an additional 12 months leave (however such additional leave is subject to approval from Fabric Group and can be refused on reasonable grounds).

Parental leave is a period of unpaid leave to help care for a child. When a parent takes parental leave, they can take up to:

- 12 months, or
- 24 months, if their employer agrees to extend their period of parental leave beyond the initial 12-months.

The leave can be taken:

- as a single continuous period
- flexibly for up to 100 days
- as a combination of a continuous period and flexible days.

Casual employees are only eligible for parental leave if they have worked for Fabric Group on a regular and systematic basis for at least 12 months, and have a reasonable expectation of continuing employment on a regular and systematic basis had it not been for the birth (or expected birth) or adoption (or expected adoption) of a child.

Either parent can access unpaid parental leave once the child is born, provided they have a responsibility for the care of the child at that time (they don't need to be the primary carer).

When can parental leave begin?

Where the pregnant employee is taking parental leave, parental leave may start up to six weeks before the birth of the child, or earlier if agreed by Fabric Group. Alternatively, the pregnant employee can commence parental leave in accordance with the paragraph below.

Either parent can commence parental leave up to 24 months after the birth of the child, but the leave must commence and finish within this 24 month period. In no circumstances can parental leave be extended beyond the 24 month period following the birth of the child.

Unpaid parental leave usually has to be taken in a single continuous period. There are some exceptions to this, including for flexible unpaid parental leave, as explained below.

There are also special rules regarding when parental leave commences in situations of premature birth, where there are birth-related complications, or where the child dies within the first two years of their life, see further below.

Parental leave can be taken as continuous parental leave as per above, or flexible parental leave (or both).

What is flexible parental leave?

Flexible parental leave is leave that can be taken flexibly by an employee. For example, as a single day or a combination of multiple days.

An employee can take up to 100 days of their 12 month parental leave flexibly up to:

- their child's second birthday, or
- the second anniversary of their adopted child's placement.

Flexible unpaid parental leave can be taken as:

- a single continuous period of one day or longer
- separate periods of one day or longer each.

Flexible parental leave can be taken within the first 24 months of the birth or placement of an adopted child. An employee who is pregnant can start taking their flexible parental leave up to 6 weeks before the expected birth of the child.

An employee can take flexible parental leave before and after taking continuous parental leave. The total of both flexible and continuous periods can't be longer than 12 months unless an employee extends their leave.

Procedural requirements for taking parental leave

At least 10 weeks prior to the intended start date of the leave, the employee must provide their manager and HR of Fabric Group with written notification of their intention to take unpaid parental leave. This written notification must also specify the intended start and end dates of the leave. Where the employee wishes to take any flexible parental leave, the employee must state the total number of days of flexible parental leave they intend to take (but they don't need to specify the exact

dates at this point).

If the employee is unable to provide 10 weeks' notice, they must provide as much notice as possible.

When providing the notice set out above, the employee must provide evidence of the date of birth of the child, or the expected date of birth of the child (as relevant) in the form of a medical certificate.

At least four weeks before the intended start date of the leave, the employee must also confirm the intended start and end dates of the leave with their manager and the HR of Fabric Group in writing and advise of any changes to these dates. Where an employee is taking any flexible parental leave, they must confirm this in writing at least four weeks prior to taking each period of flexible parental leave.

If the employee is unable to provide four weeks' notice, they must provide as much notice as possible.

Requesting an extension of parental leave

If an employee is seeking an extension to their unpaid parental leave beyond the initial 12 months, they must provide their request to their manager and the HR of Fabric Group in writing at least four weeks before the expected end date of the parental leave. A written response will be provided to the request no later than 21 days after the date on which the request is received.

Before refusing a request from an employee, Fabric Group will first discuss the request with the employee and try to reach an agreement about the request.

If the employee's request for an extension is agreed in full, then the written response should state this.

If, following discussion between Fabric Group and the employee, Fabric Group and the employee agree to an extension that differs from that set out in the request, the written response should set out the details of the agreed extension.

Fabric Group may only refuse a request on "reasonable business grounds" (see below) and if the employee has considered the consequences of the refusal on the employee. If a request is refused the written response must include details of the reasons for the refusal and how those details relate to Fabric Group's reasonable business grounds. Additionally, the response will set out any extension of the period of unpaid parental leave (other than the period requested by the employee) that Fabric Group would be willing to agree to, or state that there is no extension of the period that Fabric Group would be willing to agree to. For example, if the employee has requested a 12-month extension, and Fabric Group cannot accommodate this, it might be possible to accommodate a 6-month extension instead.

The written response must also set out the effect of sections 76B and 76C of the Fair Work Act (Cth) (i.e. the right to apply to the Fair Work Commission to dispute the decision).

The Fair Work Act 2009 (Cth) lists the following as examples of reasonable business grounds for refusing a request (the list is not exhaustive):

- that the extension of the period of unpaid parental leave requested by the employee would be too costly for Fabric Group;
- that there is no capacity to change the working arrangements of other employees to accommodate the extension of the period of unpaid parental leave requested by the employee;
- that it would be impractical to change the working arrangements of other employees, or recruit new employees, to accommodate the extension of the period of unpaid parental leave requested by the employee;
- that the extension of the period of unpaid parental leave requested by the employee would be likely to result in a significant loss in efficiency or productivity; and
- that the extension of the period of unpaid parental leave requested by the employee would be likely to have a significant negative impact on customer service.

Dispute resolution & arbitration

If a dispute arises about a refused request, or Fabric Group has failed to respond to a request in writing in 21 days, then the dispute will be dealt with in accordance with the procedure set out below.

At first instance, Fabric Group will hold discussions with the employee and attempt to resolve the dispute between the parties at a workplace level.

If the discussions do not resolve the dispute then either party may refer the dispute to the Fair Work Commission, who will deal with the dispute by either conciliation or mediation.

Section 76C(1) of the Fair Work Act 2009 (Cth) provides for when the Fair Work Commission may arbitrate a dispute about a request for flexible working.

ADOPTION LEAVE

Parents who are adopting a child under the age of 16 may also access the unpaid parental leave entitlements detailed above. The eligibility criteria are the same as for other types of unpaid parental leave (i.e. 12 months' continuous service).

At least 10 weeks prior to the date on which the employee intends to take adoption leave, the employee must provide their manager and the HR of Fabric Group with written notification of their intention to take adoption leave, along with documentary evidence stating the expected date of placement of the child. This written notification must specify the intended start and end dates of the leave. At least four weeks before the intended start date specified in this written notification, the employee must also confirm the intended start and end dates of the leave with their manager and advise of any changes to these dates.

Adoption leave must commence on the date of placement of the child (although "pre-adoption" leave is also available, see further below).

Flexible parental leave is also available for adoption leave, and an employee can take up to 100 days of their 12 month unpaid parental leave entitlement as flexible parental leave, at any time up to the second anniversary of their adopted child's

placement. The same rules regarding applying for flexible parental leave as explained above apply to adoptive parents.

Requesting an extension of adoption leave

If an employee is seeking an extension to adoption leave beyond the initial 12 months, they must provide their request to their manager and the HR of Fabric Group in writing at least four weeks before the expected end date of the parental leave. A written response will be provided to the request no later than 21 days after the date on which the request is received. As above, the request can only be refused on reasonable business grounds.

If a dispute arises about a refused request, or Fabric Group has failed to respond to a request in writing in 21 days, then the dispute will be dealt with in accordance with the procedure established above.

Unpaid pre-adoption leave

Employees are also entitled to up to two days of unpaid pre-adoption leave to attend any interviews or examinations required in order to obtain approval for the employee's adoption of a child.

An employee is not entitled to take this unpaid pre-adoption leave if:

- the employee could instead take some other form of leave; and
- Fabric Group directs the employee to take that other form of leave (e.g. annual leave).

An employee must provide their manager and the HR of Fabric Group with written notification of their intention to take the unpaid pre-adoption leave. This written notification must be given to their manager as soon as possible and must advise of the period of the leave to be taken.

PARENTAL LEAVE FOR STILLBIRTH, PREMATURE BIRTH OR INFANT DEATH

An employee who experiences a stillbirth or the death of a child during the first 24 months of life can take up to 12 months' unpaid parental leave.

After a stillbirth or death of a child, employees can't:

- be called back to work
- have any unpaid parental leave cancelled by Fabric Group

Employees can choose to return to work after experiencing a stillbirth or death of a child. If they decide to return to work after starting unpaid parental leave, they need to give their manager and the HR of Fabric Group at least 4 weeks' written notice before returning. If they haven't started the leave, they just need to give written notice about their return to work. Fabric Group and employees can agree to the employee returning to work on an earlier date.

Taking compassionate leave

After experiencing a stillbirth or death of a child, an employee parent may be entitled to take compassionate leave while on unpaid parental leave. Another employee may also be entitled to take compassionate leave if the infant was, or would have been, an immediate family or household member of the employee.

Premature birth and birth-related complications

Employees who experience premature births or other birth-related complications that result in their newborn having to stay in hospital or being hospitalised immediately after birth can agree with Fabric Group to put their unpaid parental leave on hold.

This means that while their newborn is hospitalised, parents can return to work and the period when they are back at work will not be deducted from their unpaid parental leave. The employee can then resume their unpaid parental leave at the earliest of:

- a time agreed with Fabric Group
- the end of the day when the newborn is discharged from the hospital, or
- if the newborn dies, the end of the day when the newborn dies.

SPECIAL MATERNITY LEAVE (“SML”)

A pregnant employee who is eligible for unpaid parental leave is entitled to a period of unpaid SML where they have a pregnancy related illness or where they suffer a miscarriage.

- If an employee takes SML because of a pregnancy-related illness, the leave will end when the pregnancy or illness ends, whichever is earlier.
- If the employee takes SML because of a miscarriage, the leave can continue until they are fit for work.
- SML is not available in the case of a stillbirth, but the employee may still be entitled to take unpaid parental leave or compassionate leave.
- SML doesn't reduce the amount of unpaid parental leave that an employee can take.

An employee must provide their manager and the HR of Fabric Group notice of their intention to take SML as soon as practicable. Fabric Group may require documentary evidence such as a medical certificate.

TRANSFER TO A SAFE JOB

All pregnant employees, including casuals, are entitled to move to a safe job if it isn't safe for them to do their usual job because of their pregnancy. This includes employees that aren't eligible for unpaid parental leave.

An employee who moves to a safe job will still get the same pay rate, hours of work and other entitlements that she got in her usual job, although the employee and Fabric Group can agree on different working hours.

The employee will remain under these arrangements until it's safe to go back to

her normal job, or until she gives birth.

The employee will need to give her manager and the HR of Fabric Group evidence that:

- she can work in some capacity but can't do her normal safely job (including the reason why her normal job isn't safe) and
- how long she shouldn't work in her normal job.

Fabric Group can ask for this to be evidenced in a medical certificate.

When no safe job is available – "No Safe Job Leave"

If there is no safe job available for an employee, they can take "No Safe Job Leave". If the employee is entitled to unpaid parental leave, no safe job leave is paid leave.

For a full-time or part-time employee, no safe job leave is paid at the base rate of pay for ordinary hours of work.

For a casual employee, No Safe Job Leave is paid at the base rate of pay (not including the casual loading) for the average number of hours they would have worked in the period they're on leave.

For employees who aren't entitled to unpaid parental leave, No Safe Job Leave is unpaid.

Interaction with other leave

Employees may be entitled to other forms of leave, such as personal/carer's leave, when they are unfit or unavailable for duties prior to formally commencing parental leave.

KEEPING IN TOUCH DAYS

Keeping in touch days are days an employee who is still on unpaid parental leave can go back to work for a single day, part day or multiple days (up to 10 days per 12 months of parental leave). If the employee extends their period of unpaid parental leave beyond 12 months, they can take an additional 10 days.

Fabric Group and the employee must agree to the timing of keeping in touch days.

A keeping in touch 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 keeping in touch day can't be worked earlier than 14 days after the birth or adoption. Fabric Group and the employee have to agree to the keeping in touch days.

An employee doesn't have to use keeping in touch days if they don't wish to. An employee gets their normal wage for each keeping in touch day or part day worked.

TAKING OTHER LEAVE DURING PARENTAL LEAVE

During unpaid parental leave, employees can take:

- any annual leave they have accumulated
- long service leave within the parental leave subject to applicable State or Territory legislation.
- compassionate leave in certain circumstances, although this will not extend the period of parental leave.

Continuity of service is not affected by taking parental leave. However, parental leave does not generally count towards length of service (except in some States and Territories for the purposes of long service leave).

GOVERNMENT FUNDED PAID PARENTAL LEAVE

Some employees may be eligible to receive payment from the Government whilst taking parental leave, this provides financial support at the minimum wage for up to 20 weeks based on a 5 day work week, or up to 100 days, to the primary carer of a newly born or adopted child.

This is called "Parental Leave Pay" or "PLP". It is a means-tested entitlement, so is not available to everyone.

If an employee has a partner, part of Parental Leave Pay will be reserved to share with them. The most one parent in a couple can use is 90 days. To get the full 100 days, both parents need to claim and be eligible. If only one parent in the couple is eligible, the 90 day limit still applies.

If an employee is a single parent, the employee can get the full 100 days of Parental Leave Pay. If an employee chooses, the employee can give approval to share Parental Leave Pay with another parent.

To get this above payment, all of the following must apply. An employee must:

- be caring for a child who is born or adopted from 1 July 2023
- have met the income test
- not be working on the Parental Leave Pay days, except for allowable reasons
- have met the work test
- have registered or applied to register their child's birth with the state or territory birth registry, if they're a newborn.

For information about eligibility, claiming timeframes, making a claim, please go to Services Australia website for details.

EMPLOYER-FUNDED PAID PARENTAL LEAVE

To better support the employees during their parental leave, Fabric Group offers an additional "Employer-Funded Paid Parental Leave" that is applicable to the entitled employees upon their completion of 12 months employment with the company;

- 12 weeks of paid maternity leave, which to be taken as half pay as per normal base rate over the 24 weeks maternity leave period; or
- 2 weeks of paid paternity leave as per normal base rate

Employer-funded paid parental leave doesn't affect an employee's eligibility for the Government's PLP Scheme. Employees can get both.

CONSULTATION DURING PARENTAL LEAVE

If, while an employee is on unpaid parental leave, the Employer makes a decision that will have a significant effect on the status, pay or location of the employee's pre-parental leave position, the Employer will take all reasonable steps to consult with the employee about the effect of the decision on their position.

RETURN TO WORK GUARANTEE

Upon ending the period of unpaid parental leave, an employee is entitled to return to:

- their pre-parental leave position; or
- if that position no longer exists, an available position for which they are qualified and suited that is nearest in status and pay to their pre-parental leave position.
-

COMMUNITY SERVICE LEAVE

Employees, including casual employees, can take community service leave for certain activities such as:

- voluntary emergency management activities
- jury duty (including attendance for jury selection).

With the exception of jury duty, community service leave is unpaid.

LONG SERVICE LEAVE

An employee is entitled to long service leave after a long period of working for the same employer. Most employees' entitlement to long service leave comes from

long service leave laws in each state or territory.

These laws set out:

- how long an employee has to be working to get long service leave
- how much long service leave the employee gets

With reference to Victorian Long Service Leave Act 2018, the employees qualify for long service leave if they have worked continuously with one employer for at least 7 years. This applies to work that is:

- Full time
- Part time
- Casual
- Seasonal
- Fixed term

Long service leave accrues at a rate of one week for every 60 weeks of continuous service - that's about 0.886 of a week each year.

Requesting long service leave

An employee can request to take long service leave at any time after becoming entitled to take the leave. Leave can be taken for any period of not less than one day at a time.

An employee needs to make a request to take long service leave with their Line Manager and the HR of Fabric Group, the leave will be granted as soon as practicable unless there are reasonable grounds for refusing the request from Fabric Group. The reasonable business grounds includes the following;

- (a) there is no capacity to change the working arrangements of other employees to accommodate the employee taking long service leave at the requested time;
- (b) it is impractical to change the working arrangements of other employees, or recruit new employees to accommodate the employee taking long service leave at the requested time;
- (c) the long service leave requested by the employee is likely to result in a significant loss in efficiency or productivity;
- (d) the long service leave requested by the employee is likely to have a significant negative impact on customer service.

Fabric Group may also direct an employee to take long service leave by giving at least 12 weeks' notice in writing with the consideration of the above reasonable business grounds.