

# Contents

<b>Section One – The Entitlement .....</b>	<b>5</b>
Summary of the Entitlement .....	5
Eligibility .....	8
Interaction with Other Leave Entitlements .....	9
<b>Section Two – Managing Pregnant Employees.....</b>	<b>11</b>
Special Maternity Leave .....	11
Flexible Options.....	11
Health and Safety Considerations .....	12
Transfer to a Safe Job.....	13
Reduction of Leave .....	14
Cancellation of Leave.....	14
Notice and Evidence .....	14
Performance Management.....	15
<b>Section Three – Managing the Unpaid Parental Leave Period.....</b>	<b>16</b>
Sharing the Entitlement.....	16
Parental Leave Cover.....	16
Keeping in Touch Days .....	17
Government Paid Parental Leave Scheme .....	18
Dad and Partner Pay.....	22
Major Changes During Parental Leave .....	23
Employee Seeking to Return to Work Immediately Following the Birth.....	25
Employee Requesting to Work for another Employer during Unpaid Parental Leave .....	25
<b>Section Four – Managing an Employee’s Return from Unpaid Parental Leave.....</b>	<b>26</b>
Unplanned Cessation of Unpaid Parental Leave.....	26
Extension of Unpaid Parental Leave .....	26
Returning Early from Unpaid Parental Leave .....	26
Flexible Working Arrangements .....	27
Induction Back into the Workplace .....	31
Best Practice .....	31
<b>Appendix A – Template Documents.....</b>	<b>33</b>
Preparing for Parental Leave.....	33
- Checklist – Preparing for Parental Leave .....	33
- Contract – National System Employer – Modern Award-Covered – Temporary Parental Leave Cover (Full-Time or Part-Time) .....	33
- Form – Commonwealth Statutory Declaration .....	33
- Form – Unpaid Parental and Related Leave – Request .....	33
- Letter – Medical Evidence Request – 6 weeks Prior to Birth .....	33
- Letter – Medical Evidence Request – Confirming Expected Date of Birth and other Notice.....	33
- Letter – Medical Evidence Request – Requirement to Commence Parental Leave .....	33

- Letter – Parental and Related Leave – Confirmation.....	33
- Letter – Parental and Related Leave – Refusal.....	33
- Letter – Transfer to Safe Job – Confirmation.....	33
- Letter – Transfer to Safe Job – Requirement to Commence No Safe Job Leave.....	33
- Policy – National System Employer – Parental Leave.....	33
<b>During Parental Leave.....</b>	<b>33</b>
- Checklist – During Parental Leave – Contact between Employer and Employee.....	33
- Form – Keeping in Touch Days – Request .....	33
- Letter – Extend Unpaid Parental Leave Beyond Initial 12-month Entitlement – Acceptance.....	33
- Letter – Extend Unpaid Parental Leave Beyond Initial 12-month Entitlement – Refusal .....	33
- Letter – Extend Unpaid Parental Leave Beyond Initial 12-month Entitlement – Request .....	33
- Letter – Extend Unpaid Parental Leave Beyond Initial 12-month Entitlement – Notification.....	33
- Letter – Reduce Unpaid Parental Leave During Initial 12-month Entitlement – Request .....	33
<b>Return from Parental Leave .....</b>	<b>33</b>
- Checklist – National System Employer – Return from Parental Leave .....	33
- Checklist – State System Employer – Return from Parental Leave.....	33
- Letter – National System Employer – Return from Parental Leave – Confirming Flexible Working Arrangements .....	33
- Letter – National System Employer – Return from Parental Leave – Employee Request for Flexible Working Arrangements .....	33
- Letter – National System Employer – Return from Parental Leave – Refusing Request for Flexible Working Arrangements .....	33
<b>Appendix B – Template Guidance Notes .....</b>	<b>34</b>
Guidance Notes – Contract – National System Employer – Modern Award-Covered – Temporary Parental Leave Cover (Full-Time or Part-Time).....	34
<b>Appendix C – Modern Award Family Friendly Working Arrangements Model Clause .....</b>	<b>40</b>