

Parental Policy

Policy No:	HR-023
Council Resolution Ref:	092/22
Date Adopted:	15 December 2022
Review Date:	1 December 2025
Version No:	2
Responsible Officer:	HR Manager

Purpose

The purpose of this policy is to....

This policy outlines entitlements, conditions and arrangements with respect to Parental Leave which include; parental, adoption and surrogacy leave, the purpose of which is to enable an eligible employee to take time off work to provide care and support to a child.

Commencement of Policy

This Policy will commence on adoption by Council. It replaces all other Parental Policy policies (whether written or not).

Application

[insert who this policy applies to such as relevant persons, organisations etc]

Policy

TYPES OF PARENTAL LEAVE

There are three types of parental leave available to employees:

- Birth related leave for,
 - ✓ An employee who is pregnant; or
 - ✓ An employee whose spouse gives birth;
- Adoption Leave, for an employee with whom an adopted child is placed;
- Surrogacy leave, for an employee who is an intended parent under a surrogacy arrangement.

The period of leave can be accessed in two ways:

- Long parental leave - which is leave taken by an employee in connect with:
 - ✓ the birth of a child (maternity leave); or
 - ✓ placement of a child through adoption; or
 - ✓ as a result of a birth of a child through a surrogacy arrangement;
 to enable the employee to be responsible for the care of the child for an unbroken period of up to 52 weeks.
- Short parental leave - which is leave taken by an employee in connection with:
 - ✓ the birth of a child of the employee's spouse at the time of the birth of the child; or
 - ✓ in connection with the child's placement; or
 - ✓ the birth of the child as a result of a surrogacy arrangement;
 and is for a period up to 8 weeks, which may be taken in a single unbroken period or in broken periods.

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If the employee accesses short parental leave, other than immediately after the birth or placement of the child, each period of leave must be taken in a block of minimum of 2 weeks.

ELIGIBILITY FOR PARENTAL LEAVE

An employee will be eligible to take unpaid parental leave if the employee has (or will have) completed at least 12 months' continuous service with Murweh Shire Council immediately before:

- the date of birth of the child, or expected date of birth; or
- the day of placement of the child, or expected day of placement; or
- the surrogacy leave.

With respect to periods of parental leave which exceed 8 weeks, the employee must satisfy the requirement of accessing 'long parental leave' being that they are identified as being responsible for the care of the child.

For employees accessing adoption leave, the placed child must, at the day of placement or expected day of placement:

- be under 5 years of age; and
- not have lived continuously with the employee for less than 6 months; and
- not be a child of the employee's spouse or de facto partner.

PARENTAL LEAVE ENTITLEMENT

Eligible employees are entitled to access unpaid parental leave as follows:

- A pregnant employee is entitled to an unbroken period of up to 52 weeks unpaid maternity leave;
- For the birth of a child of an employee's spouse, adoption of a child or where an employee is an intended parent under a surrogacy arrangement, the employee is entitled to:
 - ✓ a total of 8 weeks unpaid short birth-related leave; or
 - ✓ an unbroken period of up to 52 weeks unpaid long birth-related leave.
- The employee's short birth-related, adoption or surrogacy leave may be taken concurrently with the employee's spouse's maternity leave or long adoption or surrogacy leave;

Parental leave must not extend beyond 52 weeks after the child was born, adopted or started residing with the employee under a surrogacy arrangement. If an extension of parental leave is agreed to by Murweh Shire Council, then the period of parental leave must not extend past 104 weeks after the child was born, adopted or started residing with the employee under a surrogacy arrangement.

Where an employee takes long parental leave and the employee's spouse takes short parental leave at the same time, the maximum period of parental leave (i.e. 52 weeks or 104 weeks) will be reduced by the amount of leave concurrently taken by the employee's spouse.

Special Adoption Leave

An employee who is seeking to adopt a child is entitled to up to 2 days unpaid leave to attend compulsory interviews or examinations as part of the procedure for adoption.

Special Surrogacy Leave

An employee who is an intended parent under a surrogacy arrangement is entitled to up to 2 days unpaid leave to attend compulsory interviews or court hearings associated with the surrogacy arrangement.

Special Maternity Leave and Sick Leave

Special maternity leave may be taken by an employee before she starts maternity leave because she is suffering from a pregnancy related illness or where the pregnancy ended (other than by the birth of a living child) before the expected date of birth of the child.

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PAID PARENTAL LEAVE

Eligible employees, other than casuals, are entitled to access six (6) weeks paid parental leave in accordance with the Certified Agreements.

Employees are reminded that an entitlement to paid parental leave under the Certified Agreements is separate from any other entitlements that may be paid by the Commonwealth Government. Employees are encouraged to seek their own independent advice in relation to any other types of payments.

To be eligible to access the paid parental leave under the Certified Agreements, an employee must be the primary care-giver of the child and must have completed two (2) years of continuous service with Council at the time of the birth of the child. The six (6) weeks of paid parental leave must commence from the date of the birth of the child.

The primary care-giver is defined as the parent who has the greatest responsibility for the daily care and rearing of the child.

The period of paid parental leave taken by an employee will be deducted from the maximum period of unpaid parental leave that the employee is entitled to access under the act.

PARENTAL LEAVE AND OTHER PAID LEAVE

An employee may take any accrued paid annual or long service leave instead of or together with parental leave; however, the combined periods of leave cannot extend beyond the total period of unpaid parental leave that the employee would have been otherwise entitled to access (i.e. 52 weeks).

Any paid annual or long service leave taken by an employee together with parental leave, will be deducted from the maximum period of unpaid parental leave that the employee is entitled to access.

While the employee is on unpaid parental leave the employee is not eligible to paid or unpaid personal leave, unless otherwise agreed by Murweh Shire Council.

NOTICE AND EVIDENCE

An employee who wishes to take parental leave must submit a Leave Form to Murweh Shire Council to provide notice of the intention to take parental leave at least 10 weeks before starting the leave.

The employee, other than an employee taking adoption leave, must advise Murweh Shire Council of the intended start and end dates of the leave at least 4 weeks before the commencement of the leave.

An employee accessing parental leave as a result of an adoption must advise Murweh Shire Council of the intended start and end dates of the leave at least 14 days before the intended start date, along with any changes to the dates.

At the time an employee submits a request for parental leave, they must give Murweh Shire Council, evidence appropriate to the type of leave being accessed, as follows:

- a doctor's certificate confirming the employee is pregnant or the employee's spouse is pregnant and the expected date of birth – if applying for maternity leave or parental (spouse) leave;
- a statutory declaration that the employee is an intended parent under surrogacy arrangements and the expected residency date – if applying for surrogacy leave;
- a statement from an adoption agency of the expected placement date – if applying for adoption leave;
- a statutory declaration stating the period of any parental leave sought by the employee's spouse;
- a statutory declaration stating that the employee will be responsible for the child – if applying for long

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parental leave.

An employee will not be considered to have failed to comply with the above requirements if the failure was caused due to:

- the child being born, or the pregnancy otherwise terminating, before the expected date of birth; or
- the child being placed for adoption before the expected placement date; or
- the child starting to reside with the employee before the expected residence date; or
- another reason that was reasonable in the circumstances;

and the employee gives Murweh Shire Council notice of the period of leave within 2 weeks after the birth/placement of the child and, in the case of the birth of a living child, a doctor's certificate stating the date on which the child was born.

An employee, who wishes to apply for unpaid special maternity leave or paid/unpaid sick leave, should submit a Leave Form attaching a doctor's certificate outlining the period the employee will be unfit for duty.

If any of the information provided by an employee who applies for parental leave changes, the employee must notify Murweh Shire Council of the change within 2 weeks.

EXTENDING PARENTAL LEAVE

Extension Up to 52 Weeks Leave

An employee, who initially applied for a period of less than 52 weeks of leave, may extend the period of parental leave up to a period of 52 weeks, by giving 14 days written notice. The notice is to be provided either before the start of the parental leave, or if the parental leave has started before the parental leave ends and must specify when the period of extended leave ends.

An application for an extension of parental leave, within the initial 52 week parental leave period, may only be done once.

Extension Up to 104 Weeks Leave

An eligible employee may apply to Council to extend their period of unpaid parental leave up to a maximum period of 104 weeks.

An application for an extension of an employee's parental leave, exceeding the initial 52 weeks, must be made in writing 4 weeks prior to the end date of the employee's current period of leave. The request must detail the proposed new leave end date, the reasons for the extension/impact of refusal and the amount of leave the employee and the employee's spouse have already accessed. A statutory declaration should also be submitted providing that the employee will continue to be responsible for the care of the child.

Murweh Shire Council will not unreasonably refuse a request for an extension of parental leave up to 104 weeks. The Council will make a decision as soon as possible (but within 14 days) after receipt of a Leave Form application. Consideration will be given to business requirements, availability of replacement staff, costs, impact on the employee and the employee's dependants as a result of refusal of the leave, and any other applicable information.

If Murweh Shire Council is unable to accommodate an extension request, it will write to the employee detailing the reasons for the refusal.

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REDUCING UNPAID PARENTAL LEAVE

If Murweh Shire Council agrees, an employee whose period of unpaid parental leave has started may reduce the period of unpaid parental leave by providing 14 days written notice before the employee wants to return to work.

PART-TIME WORK

An employee on parental leave may apply to Murweh Shire Council to return to work on a part-time basis at least 7 weeks prior to their leave ending. The application must be in writing and provide:

- the nature of the part-time work requested i.e. hours of work, days to be worked etc;
- the period of time they will be seeking to work part-time i.e. start and end date;
- the impact refusal will have on the employee and their dependants; and
- a statutory declaration providing that they are seeking to work part-time so they can continue to be responsible for the care of the child when not at work.

Murweh Shire Council will not unreasonably refuse a request a request to return to work on a part-time basis. The Council will make a decision as soon as possible (but within 14 days) after receipt of a Leave Form application. Consideration will be given to business requirements, availability of replacement staff, costs, impact on the employee and the employee's dependants as a result of refusal of the leave, and any other applicable information.

If Murweh Shire Council is unable to accommodate request to return to work on a part-time basis, it will write to the employee detailing the reasons for the refusal.

An application may not be made on more than 1 occasion, within a 12 month period, unless Council agrees.

TRANSFER TO A SAFE JOB

Where appropriate and in order to ensure compliance with safety obligations, Murweh Shire Council may request that a pregnant or breastfeeding employee provide a doctor's certificate confirming that the employee is safely able to undertake her ordinary duties. Circumstances where such a request may be made include where:

- the employee is seeking to continue working within 6 weeks of the expected birth date of the child;
- the employee's duties are labour intensive or have medium to high risk exposure;
- the employer has a reasonable suspicion that the employee has been suffering from illness or health concerns related to the pregnancy or the birth of the child.

Where a pregnant or breastfeeding employee is deemed by a doctor to be unable to safely undertake her normal work activities without a risk to health and safety of her or her unborn or new born child, Council will in the first instance try to adjust the employee's work conditions or arrangements to avoid exposure to the risk.

If an adjustment is not feasible or cannot reasonably be required to be made, Council will transfer the employee to other appropriate work that:

- will not expose her or her unborn or new born child to the risk; and
- is, as nearly as possible, comparable in status and remuneration to that of her present work.

If a transfer is unable to be offered, the employee will be granted maternity leave, or any available paid sick leave, for as long as stipulated in the doctor's certificate.

UNPAID PARENTAL LEAVE AND CONTINUITY OF SERVICE

Any period of parental leave does not break an employee's continuity of service. However, unpaid parental leave is not to be taken into account in working out the employee's period of service, other than to decide the employee's entitlement to a later period of parental leave or as otherwise expressed.

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RETURN TO WORK FROM PARENTAL LEAVE

Upon return to work from parental leave, the employee is entitled to:

- return to the position that they held immediately before going on parental leave; or
- if the employee was promoted or voluntarily transferred to a new position during the period of parental leave, be employed in the new position; or
- if, before commencing parental leave, the employee began working part-time because of her pregnancy (or because of their spouses or de facto partner's pregnancy) or was transferred to a safe job because of her pregnancy, to the position the employee held immediately before working part-time or being transferred to a safe job; or
- if that position no longer exists, an available position for which the employee is qualified and suited nearest in status and pay to the pre-parental leave position.

REPLACEMENT EMPLOYEES

Where appropriate, Murweh Shire Council may engage a temporary replacement for an employee who is on a period of parental leave. The replacement employee will be advised that the engagement to do that work is temporary and advised of the incumbent's right to return to their former position.

CONTACT DURING LEAVE

Murweh Shire Council may be required to consult with employees, whilst they are on parental leave, about organisational changes that may result in a significant impact on them. It is therefore important that an employee provides Murweh Shire Council their contact details before they commence leave. Where an employee's contact details change during their period of leave, the employee is obliged to update their contact arrangements with Council as soon as possible.

OBLIGATIONS DURING LEAVE

The employee must not engage in any conduct during the period of parental leave which is inconsistent with the employee's contract of employment or their general employee obligations to Murweh Shire Council. This includes but is not limited to engaging in other employment and using or disclosing confidential information. Employees can also obtain further guidance regarding their entitlements to parental leave and obligations to Murweh Shire Council during any period of parental leave from Human Resources.

DEFINITIONS

"Spouse" includes a former spouse, a de facto partner or a former de facto partner.

TYPES OF PARENTAL LEAVE

There are three types of parental leave available to employees:

- Birth related leave for,
 - ✓ An employee who is pregnant; or
 - ✓ An employee whose spouse gives birth;
- Adoption Leave, for an employee with whom an adopted child is placed;
- Surrogacy leave, for an employee who is an intended parent under a surrogacy arrangement.

The period of leave can be accessed in two ways:

- Long parental leave - which is leave taken by an employee in connect with:
 - ✓ the birth of a child (maternity leave); or
 - ✓ placement of a child through adoption; or
 - ✓ as a result of a birth of a child through a surrogacy arrangement;to enable the employee to be responsible for the care of the child for an unbroken period of up to 52 weeks.
- Short parental leave - which is leave taken by an employee in connection with:

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- ✓ the birth of a child of the employee's spouse at the time of the birth of the child; or
 - ✓ in connection with the child's placement; or
 - ✓ the birth of the child as a result of a surrogacy arrangement;
- and is for a period up to 8 weeks, which may be taken in a single unbroken period or in broken periods.

If the employee accesses short parental leave, other than immediately after the birth or placement of the child, each period of leave must be taken in a block of minimum of 2 weeks.

ELIGIBILITY FOR PARENTAL LEAVE

An employee will be eligible to take unpaid parental leave if the employee has (or will have) completed at least 12 months' continuous service with Murweh Shire Council immediately before:

- the date of birth of the child, or expected date of birth; or
- the day of placement of the child, or expected day of placement; or
- the surrogacy leave.

With respect to periods of parental leave which exceed 8 weeks, the employee must satisfy the requirement of accessing 'long parental leave' being that they are identified as being responsible for the care of the child.

For employees accessing adoption leave, the placed child must, at the day of placement or expected day of placement:

- be under 5 years of age; and
- not have lived continuously with the employee for less than 6 months; and
- not be a child of the employee's spouse or de facto partner.

PARENTAL LEAVE ENTITLEMENT

Eligible employees are entitled to access unpaid parental leave as follows:

- A pregnant employee is entitled to an unbroken period of up to 52 weeks unpaid maternity leave;
- For the birth of a child of an employee's spouse, adoption of a child or where an employee is an intended parent under a surrogacy arrangement, the employee is entitled to:
 - ✓ a total of 8 weeks unpaid short birth-related leave; or
 - ✓ an unbroken period of up to 52 weeks unpaid long birth-related leave.
- The employee's short birth-related, adoption or surrogacy leave may be taken concurrently with the employee's spouse's maternity leave or long adoption or surrogacy leave;

Parental leave must not extend beyond 52 weeks after the child was born, adopted or started residing with the employee under a surrogacy arrangement. If an extension of parental leave is agreed to by Murweh Shire Council, then the period of parental leave must not extend past 104 weeks after the child was born, adopted or started residing with the employee under a surrogacy arrangement.

Where an employee takes long parental leave and the employee's spouse takes short parental leave at the same time, the maximum period of parental leave (i.e. 52 weeks or 104 weeks) will be reduced by the amount of leave concurrently taken by the employee's spouse.

Special Adoption Leave

An employee who is seeking to adopt a child is entitled to up to 2 days unpaid leave to attend compulsory interviews or examinations as part of the procedure for adoption.

Special Surrogacy Leave

An employee who is an intended parent under a surrogacy arrangement is entitled to up to 2 days unpaid leave to attend compulsory interviews or court hearings associated with the surrogacy arrangement.

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Special Maternity Leave and Sick Leave

Special maternity leave may be taken by an employee before she starts maternity leave because she is suffering from a pregnancy related illness or where the pregnancy ended (other than by the birth of a living child) before the expected date of birth of the child.

PAID PARENTAL LEAVE

Eligible employees, other than casuals, are entitled to access six (6) weeks paid parental leave in accordance with the Certified Agreements.

Employees are reminded that an entitlement to paid parental leave under the Certified Agreements is separate from any other entitlements that may be paid by the Commonwealth Government. Employees are encouraged to seek their own independent advice in relation to any other types of payments.

To be eligible to access the paid parental leave under the Certified Agreements, an employee must be the primary care-giver of the child and must have completed two (2) years of continuous service with Council at the time of the birth of the child. The six (6) weeks of paid parental leave must commence from the date of the birth of the child.

The primary care-giver is defined as the parent who has the greatest responsibility for the daily care and rearing of the child.

The period of paid parental leave taken by an employee will be deducted from the maximum period of unpaid parental leave that the employee is entitled to access under the act.

PARENTAL LEAVE AND OTHER PAID LEAVE

An employee may take any accrued paid annual or long service leave instead of or together with parental leave; however, the combined periods of leave cannot extend beyond the total period of unpaid parental leave that the employee would have been otherwise entitled to access (i.e. 52 weeks).

Any paid annual or long service leave taken by an employee together with parental leave, will be deducted from the maximum period of unpaid parental leave that the employee is entitled to access.

While the employee is on unpaid parental leave the employee is not eligible to paid or unpaid personal leave, unless otherwise agreed by Murweh Shire Council.

NOTICE AND EVIDENCE

An employee who wishes to take parental leave must submit a Leave Form to Murweh Shire Council to provide notice of the intention to take parental leave at least 10 weeks before starting the leave.

The employee, other than an employee taking adoption leave, must advise Murweh Shire Council of the intended start and end dates of the leave at least 4 weeks before the commencement of the leave.

An employee accessing parental leave as a result of an adoption must advise Murweh Shire Council of the intended start and end dates of the leave at least 14 days before the intended start date, along with any changes to the dates.

At the time an employee submits a request for parental leave, they must give Murweh Shire Council, evidence appropriate to the type of leave being accessed, as follows:

- a doctor's certificate confirming the employee is pregnant or the employee's spouse is pregnant and the expected date of birth – if applying for maternity leave or parental (spouse) leave;
- a statutory declaration that the employee is an intended parent under surrogacy arrangements and the

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expected residency date – if applying for surrogacy leave;

- a statement from an adoption agency of the expected placement date – if applying for adoption leave;
- a statutory declaration stating the period of any parental leave sought by the employee's spouse;
- a statutory declaration stating that the employee will be responsible for the child – if applying for long parental leave.

An employee will not be considered to have failed to comply with the above requirements if the failure was caused due to:

- the child being born, or the pregnancy otherwise terminating, before the expected date of birth; or
- the child being placed for adoption before the expected placement date; or
- the child starting to reside with the employee before the expected residence date; or
- another reason that was reasonable in the circumstances;

and the employee gives Murweh Shire Council notice of the period of leave within 2 weeks after the birth/placement of the child and, in the case of the birth of a living child, a doctor's certificate stating the date on which the child was born.

An employee, who wishes to apply for unpaid special maternity leave or paid/unpaid sick leave, should submit a Leave Form attaching a doctor's certificate outlining the period the employee will be unfit for duty.

If any of the information provided by an employee who applies for parental leave changes, the employee must notify Murweh Shire Council of the change within 2 weeks.

EXTENDING PARENTAL LEAVE

Extension Up to 52 Weeks Leave

An employee, who initially applied for a period of less than 52 weeks of leave, may extend the period of parental leave up to a period of 52 weeks, by giving 14 days written notice. The notice is to be provided either before the start of the parental leave, or if the parental leave has started before the parental leave ends and must specify when the period of extended leave ends.

An application for an extension of parental leave, within the initial 52 week parental leave period, may only be done once.

Extension Up to 104 Weeks Leave

An eligible employee may apply to Council to extend their period of unpaid parental leave up to a maximum period of 104 weeks.

An application for an extension of an employee's parental leave, exceeding the initial 52 weeks, must be made in writing 4 weeks prior to the end date of the employee's current period of leave. The request must detail the proposed new leave end date, the reasons for the extension/impact of refusal and the amount of leave the employee and the employee's spouse have already accessed. A statutory declaration should also be submitted providing that the employee will continue to be responsible for the care of the child.

Murweh Shire Council will not unreasonably refuse a request for an extension of parental leave up to 104 weeks. The Council will make a decision as soon as possible (but within 14 days) after receipt of a Leave Form application. Consideration will be given to business requirements, availability of replacement staff, costs, impact on the employee and the employee's dependants as a result of refusal of the leave, and any other applicable information.

If Murweh Shire Council is unable to accommodate an extension request, it will write to the employee detailing the reasons for the refusal.

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REDUCING UNPAID PARENTAL LEAVE

If Murweh Shire Council agrees, an employee whose period of unpaid parental leave has started may reduce the period of unpaid parental leave by providing 14 days written notice before the employee wants to return to work.

PART-TIME WORK

An employee on parental leave may apply to Murweh Shire Council to return to work on a part-time basis at least 7 weeks prior to their leave ending. The application must be in writing and provide:

- the nature of the part-time work requested i.e. hours of work, days to be worked etc;
- the period of time they will be seeking to work part-time i.e. start and end date;
- the impact refusal will have on the employee and their dependants; and
- a statutory declaration providing that they are seeking to work part-time so they can continue to be responsible for the care of the child when not at work.

Murweh Shire Council will not unreasonably refuse a request a request to return to work on a part-time basis. The Council will make a decision as soon as possible (but within 14 days) after receipt of a Leave Form application. Consideration will be given to business requirements, availability of replacement staff, costs, impact on the employee and the employee's dependants as a result of refusal of the leave, and any other applicable information.

If Murweh Shire Council is unable to accommodate request to return to work on a part-time basis, it will write to the employee detailing the reasons for the refusal.

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TRANSFER TO A SAFE JOB

Where appropriate and in order to ensure compliance with safety obligations, Murweh Shire Council may request that a pregnant or breastfeeding employee provide a doctor's certificate confirming that the employee is safely able to undertake her ordinary duties. Circumstances where such a request may be made include where:

- the employee is seeking to continue working within 6 weeks of the expected birth date of the child;
- the employee's duties are labour intensive or have medium to high risk exposure;
- the employer has a reasonable suspicion that the employee has been suffering from illness or health concerns related to the pregnancy or the birth of the child.

Where a pregnant or breastfeeding employee is deemed by a doctor to be unable to safely undertake her normal work activities without a risk to health and safety of her or her unborn or new born child, Council will in the first instance try to adjust the employee's work conditions or arrangements to avoid exposure to the risk.

If an adjustment is not feasible or cannot reasonably be required to be made, Council will transfer the employee to other appropriate work that:

- will not expose her or her unborn or new born child to the risk; and
- is, as nearly as possible, comparable in status and remuneration to that of her present work.

If a transfer is unable to be offered, the employee will be granted maternity leave, or any available paid sick leave, for as long as stipulated in the doctor's certificate.

UNPAID PARENTAL LEAVE AND CONTINUITY OF SERVICE

Any period of parental leave does not break an employee's continuity of service. However, unpaid parental leave is not to be taken into account in working out the employee's period of service, other than to decide the employee's entitlement to a later period of parental leave or as otherwise expressed.

RETURN TO WORK FROM PARENTAL LEAVE

Upon return to work from parental leave, the employee is entitled to:

- return to the position that they held immediately before going on parental leave; or
- if the employee was promoted or voluntarily transferred to a new position during the period of parental leave, be employed in the new position; or
- if, before commencing parental leave, the employee began working part-time because of her pregnancy (or because of their spouses or de facto partner's pregnancy) or was transferred to a safe job because of her pregnancy, to the position the employee held immediately before working part-time or being transferred to a safe job; or
- if that position no longer exists, an available position for which the employee is qualified and suited nearest in status and pay to the pre-parental leave position.

REPLACEMENT EMPLOYEES

Where appropriate, Murweh Shire Council may engage a temporary replacement for an employee who is on a period of parental leave. The replacement employee will be advised that the engagement to do that work is temporary and advised of the incumbent's right to return to their former position.

CONTACT DURING LEAVE

Murweh Shire Council may be required to consult with employees, whilst they are on parental leave, about organisational changes that may result in a significant impact on them. It is therefore important that an employee provides Murweh Shire Council their contact details before they commence leave. Where an employee's contact details change during their period of leave, the employee is obliged to update their contact arrangements with Council as soon as possible.

OBLIGATIONS DURING LEAVE

The employee must not engage in any conduct during the period of parental leave which is inconsistent with the employee's contract of employment or their general employee obligations to Murweh Shire Council. This includes but is not limited to engaging in other employment and using or disclosing confidential information. Employees can also obtain further guidance regarding their entitlements to parental leave and obligations to Murweh Shire Council during any period of parental leave from Human Resources.

DEFINITIONS

"**Spouse**" includes a former spouse, a de facto partner or a former de facto partner.

[Insert content of policy]

Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

Definitions

[insert definitions]

Example

"**Public Sector Ethics**" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

References

[insert legislation, guideline or statutory instrument]

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Example

- *Local Government Act 2009*

Industrial Relations Act 2016 (Qld)

Local Government Act 2009

- *Paid Parental Leave Act 2010 (Cth)*

Version Control

Version No.	Date	Approved	Amendment
1.0	dd/mm/yyyy	[officer name]	[brief description]

Approval

Chief Executive Officer		Neil Polglase	
Date:	dd/mm/yyyy	Signature:	