



Paid Parental Leave Policy

REFERENCE NUMBER: P34
ORGANISATION UNIT: Human Resources
RESPONSIBLE POSITION: CEO
RELEVANT DELEGATIONS: Nil
DATE ADOPTED: 6 April 2011
REVIEW DATE: Every 2 Years

Objectives:

The PPL scheme will be compulsory for all Australian businesses from 1 July 2011. This policy has been designed to:

- To ensure that CDSC becomes an employer of choice.
- To enhance attraction, retention and diversity amongst its ranks.
- To comply with the compulsory PPL scheme for all Australian businesses from 1 July 2011.

Central Desert Shire Council is voluntarily “opting in” to the scheme from 1 January 2011.

Legislation and Reference:

- Paid Parental Leave Act 2010 (Cth)
- Fair Work Act 2009, General Protections.
- CDSC Enterprise Agreement.
- Any other law that may impact on PPL.

Definition:

Paid Parental Leave (PPL) under the Australian Government Paid Parental Leave Scheme.

Family Assistance Office (FAO) is the government body responsible for administration of the PPL Scheme.

Policy:

Eligibility

The FAO will assess an employee's eligibility for PPL. Generally, this will be done by establishing whether:

- the employee is to be the primary carer of a newborn child or recently adopted child,
- the employee is an Australian resident,
- the employee had an individual taxable income of \$150,000 or less in the last financial year,
- the employee will be on leave or not working from the time they become the primary carer of a newborn child or recently adopted child, and
- the employee must have worked at least 10 of the last 13 months' in continuous service with Central Desert Shire Council prior to the birth or adoption of the child, regardless of whether employment is in a full-time, part-time, casual or contractor capacity.

Both male and female employees are entitled to apply for PPL. While the primary caregiver will be eligible to receive PPL, the eligible parents may choose to transfer their entitlement from one parent to the other if they meet the eligibility criteria, but only one parent may receive the payment. For example, a couple may share the leave so that the mother takes 12 weeks of leave before returning to work, and her spouse may then utilise the remaining six weeks of PPL.

Application Process

Employees must complete and submit a parental leave application form to their manager for parental leave.

The employee can then apply to the FAO for PPL up to three months before the date upon which the birth (or adoption) is expected to occur. Central Desert Shire Council is not responsible for applying for PPL for an employee.

Any PPL under the scheme must be completed within 12 months of the birth (or date of placement for adoption) of the child.

Payment

If the FAO deems an employee to be eligible for PPL payments, the FAO will advise both the employee and Central Desert Shire Council. If Central Desert Shire Council accepts the determination, the FAO will then provide funding to Central Desert Shire Council. Central Desert Shire Council will then make payment to the employee, being a maximum of \$570 a week for a maximum of 18 weeks. These payments will be processed with the employee's usual pay.

Employees will only receive PPL while they are on leave. An employee who takes only ten weeks of maternity leave is only entitled to ten weeks of PPL.

An employee who is eligible for PPL will still be entitled to receive payments in accordance with Central Desert Shire's Enterprise Agreement. The PPL should be read in conjunction with the Central Desert Shire Council Enterprise Agreement.

Where an employee is ineligible for PPL, the employee may still be entitled to payment under Central Desert Shire Enterprise Agreement.

The Central Desert Shire Council will inform the FAO and will not continue to make PPL payments to the employee where an employee ceases to be employed by Central Desert Shire Council while on parental leave.