

## **dpc Paternity/Maternity/Parental Leave Policy**

This policy has been written to outline the parental leave provisions for employees at Drummoynne Presbyterian Church (dpc) having due regard to Biblical principles and the National Employment Standards applicable across Australia. The policy recognises the biblical principles that children are a blessing from the Lord (Psalm 127) and that church leaders should model the responsible care of our families (1 Timothy 3). For stipendiary staff this policy serves as a guideline only.

### **Maternity Leave**

Female staff who have been employed by dpc for at least 12 months of continuous service are entitled to Maternity leave. Employees absent on maternity leave shall be entitled to (where absent from six weeks or more) six weeks paid maternity leave at normal pay. If requested, provided that the absence exceeds 12 weeks, payment may be made at half-pay for 12 weeks. When applying for maternity leave employees must provide a doctors certificate verifying the stage of the pregnancy and provide a written commitment of intention to return to work at the end of maternity leave.

### **Paternity Leave**

Male staff may use up to two weeks of sick leave to attend the birth of their child and provide assistance to their spouse and/or other children after the birth.

### **Parental Leave**

Male and Female Staff who have been employed by dpc for at least 12 months of continuous service are entitled to Parental Leave. Parental leave is provided in accordance with the applicable legislation. Parental leave is unpaid and can extend for up to 52 weeks. Parental Leave must be taken within 12 months of the birth of the child. It will normally be taken in one continuous period unless permission is granted from the employer to do otherwise. It will normally preclude other paid employment while on leave unless permission is granted from the employer to do otherwise. On return from parental leave, dpc will make every effort to place the person in their original position and where this is not possible, the person will assume a position which is most similar in status and pay to that of the employee's former position.

### **Government Payments**

Staff taking maternity leave should seek competent financial advice on the potential impact of this leave upon Centrelink, other Govt payments and the payment of any non-taxable fringe benefits (such as the provision of a manse or manse allowance).