

# Policy PL27 - Parental Leave Policy

## Version

3 APPROVED

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## Owner

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## Department

People and Culture

## Approval Authority

## Key Words

 **Approved**  
07 Nov 2022

 **Effective**  
14 Nov 2022

 **Review**  
2024

## Key Points

NA

## 1. Purpose

This policy and procedure outlines the:

- types of parental leave available to WEHI employees and PhD students;
- how to apply for this leave;
- provisions for surrogate, adopting and pregnant employees; and
- keeping in touch days and return to work arrangements.

The purpose of parental leave is to assist employees in balancing their career and parenting roles.

## 2. Scope

This policy and procedure applies to full and part-time employees of the Walter and Eliza Hall Institute for Medical Research (WEHI). It also applies to students and casual employees of WEHI where expressly provided for.

## 3. Definitions

Term	Definition
Primary carer	An employee who becomes a parent by birth, surrogacy or adoption and has primary responsibility for the day to day care of that child.
Secondary carer	An employee who becomes a parent by birth, surrogacy or adoption and has secondary responsibility for the day to day care of that child.
Adoption restrictions	Primary and secondary care givers may only access parental leave where the child is under the age of 16 years.

## 4. Policy

### 1. Parental leave

1.1 WEHI provides parents with access to both paid and unpaid parental leave if the leave is associated with the birth of a child of the employee or the employee's spouse or de facto partner, or the placement of a child under the age of 16 with an employee for adoption.

1.2 There is no qualifying period of employment for paid or unpaid parental leave for parents at WEHI.

### 2. WEHI paid parental leave

2.1 Paid parental leave entitlements for primary and secondary carers

2.2 Primary carers (employees who become a parent by birth, surrogacy or adoption and have primary responsibility for the day-to-day care of that child) may access 14 weeks of WEHI paid parental leave.

2.3 Secondary carers (employees who become a parent by birth, surrogacy or adoption and have secondary responsibility for the day-to-day care of that child) may access four weeks of WEHI paid parental leave.

2.4 Primary and secondary carers may apply to take their period of WEHI paid parental leave at full or half-pay, or a combination of both full and half-pay.

2.5 Accessing leave at half-pay allows the employee to take double the amount of leave at half of their salary.

2.6 For example: a primary carer can access 14 weeks WEHI paid parental leave paid at half-pay over 28 weeks. Where parental leave at half-pay is approved, the employee's time fraction will be adjusted to 50% of the pre-leave time fraction (e.g., from 1.0 to 0.5 FTE or from 0.8 to 0.4 FTE) for the period of half-pay and will apply to all arrangements and entitlements, including leave accruals, leave loading and any royalty distribution entitlements.

2.7 Employees should consider obtaining financial advice about the impact of half-pay arrangements on their circumstances, for example on income tax, deferred portions of leave loading, eligible royalty distribution and salary packaging related issues.

2.8 The entitlement to WEHI paid parental leave ceases when the occasion of unpaid parental leave ceases. It does not accrue, and payment will not be made in lieu of the entitlement.

### 2.9 Annual and long service leave

2.10 Primary and secondary carers may access their annual and long service leave entitlements to supplement their parental leave entitlements. Please refer to the [Leave and WEHI Holidays Policy](#) for further information in respect of the accrual and taking of annual leave and long service leave.

### 3. Unpaid parental leave

3.1 In addition to paid parental leave provided by WEHI, under the National Employment Standards (NES), parents may also access unpaid parental leave if the leave is associated with the birth of a child of the employee or the employee's spouse or de facto partner, or the placement of a child under the age of 16 with an employee for adoption.

3.2 The NES allows each parent to take a separate period of up to 12 months of unpaid parental leave.

3.3 Periods of paid leave (e.g., WEHI paid parental leave, annual leave, and long service leave) can be taken at the same time as unpaid parental leave but do not extend the period of parental leave beyond 12 months for each parent.

### 3.4 Concurrent leave

3.5 Both parents can take parental leave at the same time (called 'concurrent leave') for a maximum period of eight weeks. The concurrent leave must be taken within 12 months of the birth or adoption of a child and can be taken in separate periods. Each period of concurrent leave must be at least two weeks unless WEHI agrees to a shorter period.

3.6 Concurrent leave counts as part of an employee's overall parental leave and is deducted from their overall entitlement of 12 months of leave.

### 3.7 Extensions to unpaid parental leave

3.8 An employee taking 12 months parental leave can request an extension of a further 12 months leave (up to 24 months in total). The request must be in writing at least four weeks before the end of the employee's initial period of parental leave.

3.9 WEHI will respond in writing within 21 days, stating whether they grant or refuse the request for an extension of unpaid parental leave.

3.10 During their absence on unpaid parental leave, the employee's superannuation will be suspended with no contribution from either employer or employee. Contributions will resume on resumption of duty. Normal superannuation arrangements continue during periods of paid leave while an employee is on parental leave.

#### **4. Examples – parental leave for primary carers**

**Example 1:** Anuja gives birth to a child. She and her partner determine that she will be the primary carer for the child. She accesses 14 weeks of WEHI paid parental leave at full pay, six weeks of annual leave, six weeks of long service leave and a further 26 weeks of unpaid parental leave, bringing her absence from the workplace to a total of 12 months.

**Example 2:** Sarah becomes a parent via surrogacy and will be the primary carer for the child. She accesses 14 weeks of WEHI paid parental leave at half-pay (28 weeks) and a further 24 weeks of unpaid parental leave, bringing her initial absence from the workplace to a total of 12 months. She then applies for an additional 12 months of unpaid parental leave, meaning she is absent on parental leave for a total period of 24 months.

**Example 3:** Eric and his partner adopt a child and they decide he will be the primary carer. Eric accesses 14 weeks of WEHI paid parental leave at half-pay over 28 weeks, and a further 28 weeks unpaid parental leave, bringing his absence from the workplace to a total of 12 months.

**Example 4:** Rasheed's partner gives birth to a child. He and his partner determine that he will be the primary carer after his partner has recovered from the birth. He accesses 14 weeks of WEHI paid parental leave at full pay and a further 38 weeks of unpaid parental leave, bringing his absence from the workplace to a total of 12 months.

**Example 5:** Emily gives birth to a child. She and her partner determine that she will be the primary carer for the child. She accesses 14 weeks of paid parental leave at full pay, bringing her absence from the workplace to a total of 14 weeks.

#### **5. Examples - parental leave for secondary carers**

**Example 1:** Peter takes four weeks of WEHI paid parental leave for secondary carers at half-pay over an eight-week period. His leave commences one week before the expected due date of his baby and ends when the baby is seven weeks old.

**Example 2:** Enzo takes one week of WEHI paid parental leave for secondary carers that commences one week before the expected due date of his child. He takes a further two weeks paid parental leave for secondary carers when his baby is six weeks old and a final week of WEHI paid parental leave for secondary carers when his baby is six months old. He then takes a further eight weeks' unpaid parental leave before his baby's first birthday.

**Example 3:** Rushi takes four weeks of WEHI paid parental leave as a secondary carer at full pay starting two weeks after the adoption of her child.

#### **6. Examples - when a secondary carer becomes a primary carer**

**Example 1:** Michael takes four weeks of WEHI paid parental leave as the secondary carer of his child. His partner returns to work when their baby is six weeks old and Michael becomes the primary carer of the child. He is then eligible to access 10 weeks WEHI paid parental leave (14 weeks primary carers leave minus the four weeks taken as secondary carers leave) and 38 weeks unpaid parental leave. He is also eligible to apply for a further 12 months of unpaid parental leave as his partner has not accessed unpaid parental leave.

**Example 2:** Jenny's partner takes 12 months of parental leave. When they are due to return to work, Jenny applies to take 12 months of unpaid parental leave and becomes the primary carer for their child.

#### **7. Parental leave for single parents**

7.1 Single parents may access:

- 18 weeks WEHI paid parental leave (14 weeks primary carer leave plus four weeks secondary carer leave);
- additional unpaid parental leave that brings the total period of paid and unpaid parental leave to no more than 12 months; and
- on application, a further period of unpaid parental leave of up to another 12 months, bringing the total period of paid and unpaid parental leave to no more than 24 months.

#### **8. Parental leave when both parents are WEHI employees**

8.1 When both parents are WEHI employees, one parent can access paid parental leave as a primary carer and the other parent can access paid parental leave as a secondary carer, as outlined above. Variations are possible, subject to WEHI's approval depending on the circumstances however, the leave entitlement per couple must not exceed:

- 18 weeks WEHI paid parental leave (noting that the secondary carer must access their full four-week entitlement);
- additional unpaid parental leave that brings the total period of paid and unpaid parental leave to no more than 12 months; and
- on application, a further period of unpaid parental leave of up to another 12 months.

8.2 Note: the 18 weeks paid parental leave referred to here is paid by WEHI and generally comprises 14 weeks primary carers leave, and four weeks secondary carers leave, although other combinations are possible. It should not be confused with the paid parental leave scheme provided by the Australian government – this is a separate payment that employees may or may not be eligible for (see page 8: Government Scheme Payments).

## **9. When to start parental leave**

9.1 For a pregnant employee, parental leave starts either:

- on the day the child is born; or
- up to six weeks before the expected birth (or earlier if WEHI agrees, or later if the employee is medically fit to continue working).

9.2 If the leave is surrogacy or adoption-related, the parent taking leave will start their leave period on the date of placement of the child.

9.3 Non-pregnant primary carers can commence their parental leave up to one week before the expected birth of the child, or on the date of birth of the child.

9.4 It is generally expected that primary carers will access their leave in a single continuous period.

9.5 Parental leave for non-pregnant secondary carers must be taken within the period of one week before the expected due date and up to 24 months after the birth or adoption of the child. The leave does not have to be accessed in a single continuous period but rather can be taken in smaller time fractions up to 24 months after the birth or adoption of the child.

### **9.6 When a secondary carer becomes a primary carer**

9.7 A secondary carer may choose to become the primary carer of a child. Where this happens within 12 months of the birth or adoption of the child, the secondary carer becomes the primary carer and can then access WEHI's paid parental leave entitlements for primary carers. Any parental leave paid to the employee as the secondary carer will be deducted from the employee's primary carer paid parental leave entitlement.

## **10. Part-time employees**

10.1 Paid parental leave for primary and secondary caregiver employed on a part-time basis will be paid at the appropriate part-time rate of pay.

## **11. Fixed/Maximum-term employees**

11.1 Where the employee's appointment has a fixed/maximum termination date all rights to paid and unpaid parental leave cease from that date.

## **12. Casual employees**

12.1 Casual employees are entitled to unpaid parental leave of up to 52 weeks in accordance with the NES.

12.2 Casual employees are entitled to unpaid parental leave in circumstances where:

- they have been engaged by WEHI as an employee on a regular and systematic basis for a period of 12 months or more; and
- but for the expected birth or placement of a child, they have a reasonable expectation of continuing employment with WEHI.

12.3 People and Culture can be contacted for advice regarding casual employees and eligibility for unpaid parental leave.

## **13. Paid parental leave for PhD Students**

13.1 PhD students with a primary supervisor at WEHI may be eligible to access up to 14 weeks of paid parental leave where they are the primary carer for the child. This payment will comprise an amount equivalent to the Research Training Program payment. Where a student is paid parental leave by their educational institute this will be deducted from the amount of parental leave provided by WEHI.

***Example 1:** Pri is the primary carer of her child. Her university pays her 12 weeks of parental leave. She is eligible to access an additional two weeks of paid parental leave which will be funded by WEHI and comprise an amount equivalent to the Research Training Program payment.*

***Example 2:** Rachael is the primary carer of her child. Her university does not provide paid parental leave. She is eligible to access 14 weeks of paid parental leave which will be funded by WEHI and comprise an amount equivalent to the Research Training Program payment.*

13.2 PhD students who are secondary carers may access up to four weeks of paid parental leave. This payment will comprise an amount equivalent to the Research Training Program payment. Where a student is paid parental leave by their educational institute this will be deducted from the amount of parental leave provided by WEHI.

13.3 There is no qualifying period for PhD students to access paid parental leave – it is accessible from the first day of a PhD student's study with WEHI.

## **14. Paid parental leave for stillbirths or infant death**

14.1 WEHI will pay primary and secondary carers their full paid parental leave entitlements in the event of a stillbirth (where a baby is born but shows no sign of life after 20 weeks of pregnancy), or in the event of infant death during the first 24 months of life.

## **15. Unpaid parental leave for stillbirths or infant death**

15.1 In the case of a stillbirth or an infant death during the first 24 months of life, an employee is entitled to take up to 12 months of unpaid parental leave, including in circumstances where they have not previously given notice to WEHI of their intention to take unpaid parental leave (as long as they notify WEHI as soon as practicable).

15.2 An employee can also choose to return to work if they want to, or reduce or cancel their planned unpaid parental leave if their pregnancy ends due to stillbirth or infant death. If the unpaid leave has not started, the employee can cancel the leave with written notice. If the leave has started, the employee can give at least four weeks' notice and provide a return-to-work date (at least four weeks after the notice was received by WEHI).

## **16. Compassionate leave for stillbirths or infant death**

16.1 Compassionate leave can also be taken for parents who experience a stillbirth or infant death while on parental leave. This can also be taken by employees where the child was or would have been a member of their immediate family or household. Please refer to the [Leave and WEHI Holidays Policy](#) for further information in respect of the accrual and taking of compassionate leave.

## **17. Premature birth and birth-related complications**

17.1 Parents can agree to put their paid and unpaid parental leave on hold if the child has to remain in hospital after birth or is hospitalised immediately after birth. This includes if the child was premature or developed a complication or contracted an illness during birth or following birth.

17.2 This means that while their baby is hospitalised, a parent can return to work and the period where they are back at work will not be deducted from their paid and unpaid parental leave. The parent can then resume their paid or unpaid parental leave at the earliest of:

a time agreed with WEHI;

- the end of the day when the child is discharged from the hospital; or
- if the child dies, the end of the day when the child dies.

17.3 The period the employee works doesn't break their period of continuous paid or unpaid parental leave.

17.4 WEHI may request evidence that would satisfy a reasonable person that the child is in hospital and the employee is fit for work, such as a medical certificate.

## **18. Provisions for employees who adopt a child**

18.1 Surrogate and adopting parents can access at least two days of unpaid pre-adoption leave to attend relevant interviews or examinations required for the adoption of a child.

## **19. Provisions for surrogates**

19.1 A birth mother who relinquishes a child born out of a surrogacy arrangement may access 14 weeks of WEHI paid parental leave.

## **20. Provisions for pregnant employees**

20.1 Personal leave: employees who are pregnant continue to accrue and access their ordinary personal leave entitlements. Pregnancy is not considered an illness or injury, however, if an employee experiences a pregnancy-related illness or injury, personal leave can be taken.

20.2 Special parental leave: a pregnant employee can take unpaid special parental leave if:

- they have a pregnancy-related illness; or
- the employee has been pregnant, and the pregnancy ends within 28 weeks of the expected date of birth, other than by the birth of a living child.

20.3 If an employee takes special parental leave because of a pregnancy-related illness, the leave will end when the pregnancy or illness ends, whichever is earlier. In circumstances where the leave is taken as a result of the pregnancy ending other than by the birth of a living child, the leave can continue until the employee is fit for work.

20.4 Special parental leave does not reduce the amount of paid or unpaid parental leave that an employee can take.

20.5 Notice and medical certificates: employees must advise WEHI as soon as possible (which can be after the leave has started) that they are taking special parental leave and advise how long they expect to be on leave. WEHI may ask for evidence and can request a medical certificate.

20.6 Safe jobs: 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 and will continue to receive the same pay rate, hours of work and other entitlements that they got in their usual job. The employee and supervisor can agree on different working hours. Employees will stay in a safe job until it's safe to go back to their normal job, or until they give birth.

20.7 The employee must provide medical evidence that:

- they are fit for work; but
- it is inadvisable for them to continue in their present position for a period of time because of:
  - illness or risks arising out of the pregnancy; or
  - hazards connected with the position can work but can't do their normal job (including why the normal job isn't safe); and
  - how long they shouldn't work in their normal job.

20.8 If a medical certificate is not provided within seven days of a request, WEHI may direct an employee to take unpaid parental leave.

20.9 If there is no safe job available, the employee can take paid no safe job leave. Because of the potential length of the period of paid no safe job leave, WEHI may request the employee submit to regular independent examination by a specialist during the period of paid no safe job leave. If the situation arises within six weeks of the expected due date, WEHI may ask the employee to provide further medical evidence that they would otherwise be fit for work – if this cannot be provided then WEHI may direct the employee to take parental leave.

20.10 Directing employees to take parental leave: if a pregnant employee wants to work in the six weeks before their due date, WEHI may ask for a medical certificate that states that they can continue to work and it is safe for them to do their normal job. Where the certificate says the employee is fit for work, but it isn't safe for them to continue in their normal job, then the employee will be entitled to a safe job or no safe job leave. Where an employee doesn't provide a medical certificate within seven days of the request, or the certificate says they can't continue work at all, then WEHI can direct the employee to start their parental leave – this will count as part of the employee's total parental leave entitlement.

## **21. Applying for parental leave**

21.1 When to notify: an employee who is planning to be absent on parental leave should notify their supervisor and People and Culture of their intention to take such leave at least ten weeks before its commencement (or, if that is not practicable, as soon as it is practicable to provide such notice).

21.2 When to apply: formal written applications for parental leave should be directed to the People & Culture Operations Manager at least four weeks before the proposed commencement of leave. Applications should include:

- intended date of commencement of leave;
- types of leave requested (for example, paid (full-pay or half-pay), unpaid, annual, long service);
- the proposed date of resumption of work; and
- medical certification of the expected date of birth or paperwork associated with the surrogacy or adoption of the child.

21.3 In some cases, employees may be asked to provide evidence of their partner's leave arrangements (for example, if an employee wishes to become the primary caregiver for their child, WEHI may ask for evidence that their partner has returned to work and is also not claiming primary carers leave from their employer). Once an application has been approved, any proposed variation to the leave must be applied for in writing.

## 22. Keeping in touch days

22.1 Primary carers on unpaid parental leave are entitled to 10 paid keeping in touch days to allow them to stay up to date with their workplace, refresh their skills and assist their return to work.

22.2 Work on a keeping in touch day may include participating in a planning day, doing training, or attending a conference.

22.3 Keeping in touch days can be worked as a part-day, one day at a time, a few days at a time, or all at once.

22.4 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 (but not earlier than 14 days after the birth or adoption). The employer and 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.

22.5 Keeping in touch days do not accrue and cannot be cashed out.

## 23. Government scheme payments

23.1 Some WEHI employees may also be eligible to receive 18 weeks of government paid parental leave, in addition to paid parental leave from WEHI. Eligibility is determined by Centrelink who then request that WEHI administer payment on their behalf. Parents must contact Centrelink for advice regarding payments and eligibility.

23.2 Some employees may also be entitled to government dad and partner pay of up to two weeks which is also operated by Centrelink.

23.3 For children born after 1 July 2020, a portion of the government parental leave payments may be taken as flexible parental leave payments. Eligible employees may claim:

- up to 12 weeks (or 60 days) of parental leave payments in a continuous period within 12 months of the birth or adoption of the child; and
- up to six weeks (30 days) of flexible parental leave payments to be taken within 24 months of the birth or adoption of the child.

23.4 Claimants for government flexible parental leave payments may transfer some or all of their flexible parental leave payments to a secondary claimant (e.g., the other parent of the child or the claimant's partner) where the secondary claimant meets Centrelink's criteria.

**Example 1:** Jane works five days per week. She has a child and initially claims 12 weeks of government paid parental leave. Jane returns to work and agrees with WEHI to work three days per week. Jane applies to be paid flexible government paid parental leave for the two days per week she is not working for six weeks.

**Example 2:** Murray's partner takes 12 weeks of government paid parental leave in a continuous period. She transfers six weeks of flexible government paid parental leave to Murray. Murray reaches an agreement with WEHI to take 30 days of leave by working four days per week.

## 24. Page Betheras award

24.1 Female postdoctoral researchers and female laboratory heads may apply for up to three months of technical support under the Page Betheras Award (see Technical support for female scientists on maternity leave – [Page Betheras Award Procedure](#)).

## 25. Returning to work after parental leave

25.1 Upon returning to work at the end of a period of parental leave, an employee is entitled to be placed in their pre-parental leave position, 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. An employee with caring responsibilities for a child may apply for flexible working arrangements under WEHI's Flexible Work policy.

## 26. Requests to return early

26.1 An employee on unpaid parental leave can shorten their leave if WEHI agrees. If WEHI doesn't agree, then the employee has to return to work on the planned date. No notice period is required when a new return date is agreed upon. This doesn't apply when there's a stillbirth or infant death – in this instance, the employee can reduce or cancel their period of parental leave.

## 27. Flexible arrangements

27.1 Employees on parental leave can return to the workplace periodically (e.g., one day per week or fortnight). There may be implications of eligibility for government paid parental leave and employees wishing to access such arrangements should discuss this further with their supervisor and People and Culture.

## 28. Career progression

28.1 Employees planning parental leave should talk to their supervisor about options for maintaining career progression during maternity leave. People and Culture Business Partners can provide advice and support to supervisors and employees to assist.

## 29. Payment for public holidays and WEHI holidays during WEHI paid parental leave

29.1 **Public holidays:** Where a staff member is on WEHI paid parental leave, they will not receive additional payment for the public holidays that fall within their period of WEHI paid parental leave.

29.2 **Substitute public holidays:** Where a staff member is on WEHI paid parental leave, they will not receive additional payment for a substituted public holiday (i.e., Labour day, Cup Day and Grand Final Friday) that falls within their period of WEHI paid parental leave. Where substitute public holidays have been worked prior to a period of paid parental leave, the employee should take these as time in lieu either before or after the period of paid parental leave.

29.3 **WEHI holidays:** Where a staff member is on WEHI paid parental leave, they will receive payment for a day marked as a WEHI holiday. This is incorporated into the paid parental leave and will not result in extra leave days.

***Example 1:** Sam works on Labour Day, Grand Final Friday and Melbourne Cup Day and commences their WEHI paid parental leave on 1 December. Sam's paid parental leave continues as approved irrespective of Christmas Day, Boxing Day or New Year's Day public holidays and will not receive extra days of paid parental leave. However Sam should arrange with their supervisor to take the three preciously worked public holiday days (Labour Day, Grand Final Friday and Melbourne Cup Day) as time in lieu either before or after the period of paid parental leave*

***Example 2:** Zara commences her WEHI paid parental leave on 1 February. Zara's paid parental leave continues as approved irrespective of Good Friday or Easter Monday public holiday and will not receive extra days of paid parental leave. Zara will also receive payment for the WEHI holiday that is observed on Easter Tuesday. This will not result in an additional day of paid parental leave.*

## 30. Payment for public holidays and WEHI holidays during WEHI unpaid parental leave

30.1 **Public holidays:** Where a staff member is on unpaid parental leave, they will not receive payment for the public holidays that fall within their period of unpaid parental leave.

30.2 **Substitute public holidays:** Where a staff member is on unpaid parental leave, they will not receive payment for a substituted public holiday that falls within their period of unpaid parental leave. Where public holidays have been worked prior to a period of unpaid parental leave, the employee should take these as time in lieu either before or after the period of unpaid parental leave.

30.3 **WEHI holidays:** Where a staff member is on unpaid parental leave, they will not receive payment for a day marked as a WEHI holiday.

***Example 1:** Alex works on Labour Day, Grand Final Friday and Melbourne Cup Day and commences their WEHI unpaid parental leave on 1 December. Alex is not entitled to be paid on the Christmas Day, Boxing Day or New Year's Day public holidays or the WEHI Holidays during that period. Sam should arrange with their supervisor to take these three days as time in lieu either before or after the period of paid parental leave*



**Example 2:** Jordan commences her WEHI unpaid parental leave on 1 February. She is not entitled to be paid on the Good Friday or Easter Monday public holiday. She is also not entitled to receive payment for the WEHI holiday that is observed on Easter Tuesday.

### 31. Payment for public holidays, substitute public holidays and WEHI holidays when annual leave is taken following paid parental leave.

31.1 Where a staff member takes annual leave following paid parental leave, the payment of public holidays, substitute public holidays and WEHI holidays will be as if they were simply taking annual leave (e.g., they will be paid for all public holidays, substitute public holidays and WEHI holidays that fall within their period of concurrent annual leave) following paid parental leave.

### 32. Payment for public holidays, substitute public holidays and WEHI holidays when long service leave is taken following paid parental leave

32.1 Public holidays: Where a staff member is taking long service leave is taken following paid parental leave, they will not receive payment for the public holidays that fall within their period long service leave.

32.2 Substitute public holidays: Where a staff member is taking long service leave is taken following paid parental leave, they will receive payment for a substituted public holiday that falls within their period of concurrent leave.

32.3 WEHI holidays: Where a staff member is taking long service leave is taken following paid parental leave, they will receive payment for a day marked as a WEHI holiday.

## 5. Supporting Information

### 5.1 References

Fair Work Act (2009) National Employment Standards, Division 5 – Parental Leave and Related Entitlements.

Paid Parental Leave Act 2010

### 5.2 Related Policies

[Leave and Institute Holidays Policy](#)


### 5.3 Related Procedures


[Technical support for female scientists on maternity leave – Page Betheras Award Procedure](#)

### 5.4 Other

[One WEHI Enterprise Agreement](#)

## Review Cycle

 **Initial**  
2 Year(s)

 **Ongoing**  
2 Year(s)

 **Next**  
2024

## Version History

Approved By	Approval Date	Effective Date	Approval Notes	Version
Deputy Director, Strategy & Operations	27/08/2018	27/08/2018	Unknown	2
CPO	7/11/2022	14/11/2022	Including links to One WEHI EA and more examples in sections 29 and 30	3