



KAIZEN  
WORKFORCE SOLUTIONS

## Parental Leave Policy

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Parental Leave allows for Parents to take unpaid leave from employment for time with their children. The allowance is up to 26 weeks of Leave for each eligible child before their 12<sup>th</sup> Birthday. In some cases, such as if your child has a disability or a long-term illness, you can take Parental Leave up to the age of 16 years old.

You must be working with your employer for a year before you are entitled to Parental Leave.

If you do not work full time, your entitlement to parental leave will be reduced on a 'pro-rata basis'. This means that, if you work 50% of a normal working week, you can take 13 full working weeks' worth of parental leave etc.

Six weeks' minimum notice must be provided to your employer, prior to the date of planned leave, to take Parental Leave.

Your Employer does not need to pay you during your Parental Leave. The state does not provide Parental Leave benefit.

Parental leave	Parents and guardians of children under 12	26 weeks	No, it's unpaid – no payment by state or employer
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