

Parental Leave Matrix

Use this matrix to guide and benchmark your practice commitments and assess your forecast for the next year. Plot where your organisation is now, and where you would like to be

Consideration	Notes	LEGISLATION	Tracker
Length of service		<ul style="list-style-type: none"> >24 months service 	
Unpaid Parental Leave			
Paid Parental Leave Primary Carer (includes adoption)	Paid in addition to the government's Parental Leave Pay. (At time of writing this is 18 weeks pay at minimum wage, \$672.70 per week.)	<ul style="list-style-type: none"> No paid leave paid by employer 	
Paid Parental Leave Secondary Carer (includes adoption)		<ul style="list-style-type: none"> No paid leave paid by employer 	
Pregnancy Related Illnesses / Appointments Leave	Paid leave prior to birth to attend medical appointments	<ul style="list-style-type: none"> No paid leave prior to birth 	
Superannuation			
Keeping in Touch Days (KIT)	Introduce and support the Government 'Keeping in Touch' programme	<ul style="list-style-type: none"> No written policy or program in place 	
Long Service Leave		<ul style="list-style-type: none"> Not considered 	
Childcare Reimbursement		<ul style="list-style-type: none"> Not considered 	
Return to Work Bonus		<ul style="list-style-type: none"> Not considered 	
Parental Leave Policy	Policy in place to address considerations per this schedule	<ul style="list-style-type: none"> No written Parental Leave policy 	
Before & After Leave Support	Guidance and support pre & post Leave	<ul style="list-style-type: none"> No guidance 	

BASE CASE	Tracker	INDUSTRY ENHANCED	Tracker	INDUSTRY BEST PRACTICE	Tracker
<ul style="list-style-type: none"> 12 months+ 12 months 		<ul style="list-style-type: none"> >6 months service 12–24 months exclusive of paid parental leave 		<ul style="list-style-type: none"> No minimum period 12–24 months exclusive of paid parental leave 	
<ul style="list-style-type: none"> Employer pays difference between government-funded pay and employee's salary for 18 weeks + option of taking paid leave at half pay 		<ul style="list-style-type: none"> 6–11 weeks paid leave covered by employer + option of taking paid leave at half pay 		<ul style="list-style-type: none"> 12+ weeks paid leave paid by employer + option of taking paid leave at half pay + Aurizon Scheme* 	
<ul style="list-style-type: none"> 2–4 weeks paid leave OR The difference between the government-funded pay and the employee's salary for two weeks 		<ul style="list-style-type: none"> 6–11 weeks paid leave, includes the option of taking the total entitled time spread out through the first period of baby's life + working from home arrangements 		<ul style="list-style-type: none"> 12+ weeks paid leave + working from home arrangements 	
<ul style="list-style-type: none"> Paid leave permitted, but taken as Carers or Annual Leave 		<ul style="list-style-type: none"> Primary Carer: 1 week Secondary Carer: 3 days 		<ul style="list-style-type: none"> Primary Carer: 2 weeks Secondary Carer: 3 days 	
<ul style="list-style-type: none"> No superannuation paid while on parental leave 		<ul style="list-style-type: none"> Paid – for the period of unpaid Parental Leave up to max of 36 weeks 		<ul style="list-style-type: none"> Paid – 52 weeks with conditions 	
<ul style="list-style-type: none"> No written policy on KIT KIT can be considered, requires prior agreement and approval 		<ul style="list-style-type: none"> Written KIT policy in place, number of days not specified, and are negotiated on a case-by-case basis 		<ul style="list-style-type: none"> Written KIT policy in place, including Parental Leave Contact Form + 10 paid KIT days 	
<ul style="list-style-type: none"> Accrued for employees 5 yrs+ and unpaid leave 		<ul style="list-style-type: none"> Accrued during unpaid Parental Leave for all employees 		<ul style="list-style-type: none"> Long Service accrued during Paid Parental Leave 	
<ul style="list-style-type: none"> No written policy, considered on a case-by-case basis 		<ul style="list-style-type: none"> Written policy in place 1 day/week for 3 months, with conditions 		<ul style="list-style-type: none"> Written policy in place 1 day/week paid childcare for 12 months Min. 3 days/week at work for 12 months to be eligible Employee pay 8 weeks back if they leave within 12 months 	
<ul style="list-style-type: none"> No written policy, considered on a case-by-case basis 		<ul style="list-style-type: none"> Written policy in place 4 weeks upon return, with conditions 		<ul style="list-style-type: none"> Written policy in place Entitlement as above 	
<ul style="list-style-type: none"> Email communication of what is available 		<ul style="list-style-type: none"> Written Parental Leave policy in place & easily accessible 		<ul style="list-style-type: none"> Written Parental Leave Policy in place and easily accessible 	
<ul style="list-style-type: none"> Written Policy in place to provide guidance on support 		<ul style="list-style-type: none"> Written policy in place to provide guidance on support + leave stories shared + health & wellbeing days 		<ul style="list-style-type: none"> Written policy in place to provide guidance on support + Training provided + Buddy system in place + Flex Policy in place 	