
PARENTAL LEAVE POLICY

PSION





TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
DOCUMENT CONTROL	2
CONFIDENTIALITY	3
DISCLAIMER.....	3
1 PURPOSE.....	4
2 SCOPE	4
3 KEY ENTITLEMENTS	4
3.1 UNPAID PARENTAL LEAVE	4
3.2 GOVERNMENT FUNDED PARENTAL LEAVE PAY (PLP)	5
3.3 EMPLOYER-FUNDED PAID PARENTAL LEAVE.....	5
4 NOTIFICATION REQUIREMENTS.....	6
5 FLEXIBLE WORKING ARRANGEMENTS	6
6 KEEPING IN TOUCH.....	6
7 SUPPORTING THE TRANSITION BACK TO WORK.....	7
8 COMMUNICATION & SUPPORT	7
9 MENTAL HEALTH SUPPORT.....	7
9 MANAGER & STAFF TRAINING	8
10 REVIEW AND POLICY MAINTENANCE.....	8



DOCUMENT CONTROL

Document Control Information	
Project Name	Parental Leave Policy
Prepared For	PSION Pty Ltd
File Name	Parental Leave Policy
Version	1.2
Status	Final
Reviewed by	Mitchell Meikle – Director Sales, Finance
Review Date	31/10/2025
Prepared By	Sarah Savage – Director HR, Operations

Version	Description	Revised By	Date
1.1	Document Creation	Sarah Savage	
1.2	Document Updates	Sarah Savage	31/10/2025

Document Authorisation	
Name	Sarah Savage
Title	Director HR, Operations
Date	31/10/2025
Signature	S.Savage



CONFIDENTIALITY

PSION classifies this document as “Commercial-in-Confidence”.

The information contained in this document is confidential and proprietary to PSION. PSION holds the understanding that this document will be held in strict confidence and will not be disclosed, duplicated or used, in whole or in part, for any purpose other than its written purpose. Please do not alter or use without the prior written consent of PSION.

DISCLAIMER

PSION will not be liable for any losses, damages, costs or expenses arising out of errors in connection with the incorrect usage of this document, please ensure that you are using the latest document before enacting any information contain therein.

It is your responsibility to ensure you have understood the document in its entirety, and that it is the latest publication. In the event of any discrepancies, incomplete information, or unclear instructions, please contact the document owner.

DO NOT act on any information you believe to be misleading. When in doubt, contact your people manager, the document owner, or [Ethics & Compliance \(ECO\)](#). DO NOT misrepresent any information contained inside this document. When in doubt, contact your people manager, or [Team & Culture \(HR\)](#).



1 PURPOSE

PSION is committed to upholding two core principles in relation to parental leave. First, we recognise that pregnancy, childbirth, adoption, and child-rearing are significant life events, and we affirm the fundamental right of our employees to seek and receive appropriate support during these times. Second, we acknowledge that retaining experienced and skilled employees through all stages of parenthood is essential to our long-term organisational success.

This policy sets out PSION's approach to supporting employees before, during, and after parental leave. It complies with the *Fair Work Act 2009* and incorporates employer-funded benefits that reflect our commitment to workplace flexibility, equity, and employee wellbeing.

2 SCOPE

This policy applies to all employees, including casual employees who meet the eligibility criteria under the Fair Work Act.

3 KEY ENTITLEMENTS

3.1 UNPAID PARENTAL LEAVE

Under the Fair Work Act, eligible employees are entitled to up to 12 months of unpaid parental leave, and an additional 12 months (up to 24 months total) subject to employer agreement.

PSION's unpaid parental leave policy is intended to exceed the legal requirements in line with international best practice.

We offer unlimited unpaid parental leave for both parents and/or guardians.

After 12 months' continuous unpaid leave, PSION will require 3 months' notice of intention to return to work, in order to allow for suitable work placement in a capacity same or similar to work performed prior to leave being taken.

All employees on parental leave have a return-to-work guarantee.



3.2 GOVERNMENT FUNDED PARENTAL LEAVE PAY (PLP)

Employees may be eligible for PLP through Services Australia, paid at the National Minimum Wage. This does not extend unpaid leave entitlements under the Fair Work Act.

3.3 EMPLOYER-FUNDED PAID PARENTAL LEAVE

Employees who have completed **12** months continuous service are entitled to employer-funded paid parental leave:

- 12 weeks at full pay, or
- 24 weeks at half pay, or flexible payout based on mutual agreement

Paid leave can be taken in conjunction with or in addition to government PLP.

Employees who have completed **24** months continuous service are entitled to employer-funded paid parental leave:

- 24 weeks at full pay, or
- 48 weeks at half pay, or flexible payout based on mutual agreement

Paid leave can be taken in conjunction with or in addition to government PLP.

Employees who have completed **48** months continuous service or more are entitled to employer-funded paid parental leave:

- 48 weeks at full pay

Paid leave can be taken in conjunction with or in addition to government PLP.

Other benefits include:

- Superannuation paid during both unpaid and paid parental leave
- Option to take annual/long service leave at half pay
- Continued access to benefits (e.g., work laptop, mobile phone)
- Allowing employees with less than 12 months' service to request unpaid or partial parental leave, case-by-case



4 NOTIFICATION REQUIREMENTS

Employees must provide:

- At least 10 weeks' written notice before the expected start date of leave
- Confirmation of leave dates at least 4 weeks prior to commencement
- Relevant evidence (e.g., medical certificate or statutory declaration)

5 FLEXIBLE WORKING ARRANGEMENTS

Employees may request flexible arrangements under the Fair Work Act if they:

- Are pregnant
- Are the parent or carer of a child of school age or younger
- Have completed 12 months of continuous service

Examples include:

- Adjusted start/finish times
- Part-time hours or gradual return

All requests will be considered reasonably and responded to within 21 days.

6 KEEPING IN TOUCH

Employees on unpaid parental leave may access up one day per week of paid leave of Keeping in Touch days, paid at their usual rate.

Examples:

- Attending team meetings, planning days, or training
- Receiving newsletters or updates via personal email (with consent)
- Being included in workplace events or celebrations

Keeping in touch days:

- Cannot occur within 14 days of birth/adoption (if initiated by employee) or 42 days (if suggested by employer)
- Count toward service continuity and leave accrual



7 SUPPORTING THE TRANSITION BACK TO WORK

We aim to support a smooth, flexible return to work:

- Employees have the right to return to the same role or a comparable one in status and pay
- Options for gradual return (e.g., increasing work days over a few months)
- Return-to-work plans discussed 4–6 weeks prior to the expected return
- Reasonable adjustments to support breastfeeding or expressing breast milk, including:
 - Breaks for expressing
 - Exemption from mandatory or company-wide meetings that conflict with caregiving necessities

8 COMMUNICATION & SUPPORT

To stay connected and provide reassurance:

- Pre-leave meeting to discuss expectations and communication preferences
- Designated contact person or "buddy" for updates
- Manager to maintain respectful and agreed-upon contact during leave
- Regular check-ins leading up to return date

9 MENTAL HEALTH SUPPORT

PSION have partnered with an Employee Assistance Provider (EAP) to ensure team members needing help receive meaningful support –

WISDOM WELLBEING

- Available to all PSION employees and their immediate family members (spouse/partner, children over the age of 16 in the same household).
- Free 24/7 confidential helpline, with trauma-informed counsellors:



9 MANAGER & STAFF TRAINING

Managers will receive training and tools to:

- Handle leave requests sensitively and lawfully
- Respond to discrimination risks or flexibility requests
- Use parental leave checklists and return-to-work templates
- Access diversity and inclusion resources (e.g. Fair Work Commission and WGEA guides)

Employees will also be offered information and support around:

- Their rights while pregnant, on leave, and returning to work
- Available internal and external resources

10 REVIEW AND POLICY MAINTENANCE

This policy is reviewed every 2 years, or sooner if legislation or workplace needs change. Employee feedback is welcomed and will inform future updates.

Any questions or concerns regarding this policy should be directed to:

[Team & Culture \(HR\)](#)