

Benefits Policy - Australia

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Latest Revision: -

Date: 19/08/2015

Revision -	Issue Date 23/12/2015	Purpose of issue / description of revision / version Amalgamation of existing policies following comprehensive policy review			
			Prepared by	Checked by	Verified by
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		Signature			

- 1.4.8 Payments can be made in a single lump sum, or dispersed throughout the calendar year, up to a total maximum of \$1,000 per year. There is no entitlement to carry forward this allowance from one year to the next. Any amount not claimed during a calendar year will be forfeited.
- 1.4.9 Misuse of this benefit may result in the withdrawal of the benefit from an individual for a period of time determined at the sole discretion of the Australian Management Board, and/or in that individual being required to reimburse monies advanced by Cundall.

1.5 Parental Leave

- 1.5.1 All qualifying employees are entitled to unpaid parental leave in accordance with Australian legislation.
- 1.5.2 Staff with at least two years' continuous service with Cundall at the date on which the child is due to be born (or placed for adoption) are entitled to be paid their normal salary for a portion of the statutory leave period, as described below:

Years' Service	Paid Maternity Leave	Paid Paternity Leave
2 Years	2 Weeks	2 Days
3 Years	3 Weeks	3 Days
4 Years	4 Weeks	4 Days
5 Years	5 Weeks	5 Days

- 1.5.3 Employees wishing to take parental leave must submit a medical certificate at least 10 weeks prior to the expected date of birth. They must confirm in writing the date on which they intend to begin their parental leave by giving at least four weeks' notice. They should also confirm the planned duration of the leave, and their expected return date. Should an employee wish to extend their leave beyond the original planned return date they may do so (provided that the total amount of leave taken will not exceed 52 weeks), by giving at least 14 days' notice prior to the original expected return date.
- 1.5.4 At the sole discretion of the Australian Management Board, some or all of an employee's continuous service with an overseas Cundall office may be included in the Years' Service used to calculate the paid leave in Clause 1.5.2.

1.6 Further Information

Further information relating to these benefits may be obtained from the Practice Manager, any Director or from Human Resources.