



# Parental Leave Policy

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## 1. Overview

Settling a new child into the family, whether through birth or adoption is a significant event and one of life's important milestones. At Calix, we understand the importance of providing you with both time and flexibility in how you establish new family and work-life routines and support you with being present for this very important task.

## 2. Scope

In this policy, when we say "we", "Calix" or "the company", we mean Calix Limited (ABN 36 117 372 540). When we say "employees", "you" or "your" we mean all permanent employees, full-time, part-time and fixed term. We don't mean casuals, trainees, employees who have completed their fixed term employment, contractors or consultants.

It's not our intention for this policy to form part of your employment contract. It is also not intended to over-ride the terms of any award, enterprise agreement or your employment contract with the company.

## 3. Definitions

"Spouse" includes a former spouse, de facto spouse or a former de facto spouse.

"De facto partner" means a person who, although not legally married to you, lives with you in a relationship as a couple on a genuine domestic basis (whether you and the person are of the same sex or different sexes) and includes any former de facto partner.

"Primary carer" means a person with primary responsibility for caring for the child, usually the child's parent or adopted parent.

"Secondary carer" mean a person with secondary responsibility for caring for a child, usually the child's parent or adopted parent.

## 4. Leave options

We offer leave for both primary and secondary careers who may be welcoming a new baby into their family.

### 8.1 Paid leave for primary careers

We can offer you twelve (12) weeks paid leave, at your normal rate of pay or twenty-four weeks at half pay. Leave can be taken anytime from six weeks prior to the birth (or date of adoption), and up until 12 months following the child's birth or date of adoption.

### 8.2 Paid Leave secondary careers

We can offer you five (5) days paid leave at your normal rate of pay. Leave can be taken at the time of or up to one month either side of the birth of the child or their date of adoption.

Paid parental leave is separate from any other annual leave or you may choose to use for this purpose. A further 10 days carers leave is also available to everyone each year. Please refer to Calix leave and public holidays policy for more details.

## 5. Eligibility

Primary carers are eligible for parental leave if you are a permanent employee who has completed 12 months' continuous service with us immediately before:

- the date of birth of the child, or expected date of birth (for birth-related leave); or
- the day of placement of the child or expected day of placement (for adoption-related leave).

To qualify as a secondary carer, you will either be the child's biological or adoptive parent or the spouse or de facto partner of the primary carer. Please note that if your role shifts from being the child's secondary carer to the primary carer from the date of birth or adoption, your total paid entitlements will be capped at 8 weeks.

## 6. Special considerations for adoption

In the case of adoption, you will be eligible for leave as a primary or secondary carer, if the child:

- is under 16;
- has not have lived continuously with you for at least 6 months; and
- is not be a child of your spouse or de facto partner.

## 7. Extended Leave Applications

If you would prefer more leave than the company's paid parental leave options, we encourage you to apply for annual leave, long service leave, or unpaid leave.

Additionally, if you are the primary carer, you may wish to apply for extended parental leave. Primary carers are eligible for up to 12 months of parental leave, with the option of an additional 12 months of leave. Secondary carers are eligible for up to eight weeks of leave.

To apply for extended parental leave, please submit your request with a minimum of four (4) weeks' notice to your manager directly. Please include the following information in your written request:

- the length of the proposed extension;
- that you will be responsible for the care of the child for the extended period; and
- that the extended leave for both the primary and secondary carer of your child, will not exceed 24 months.

Applications for extended leave will be genuinely and seriously considered and will be supported where practicable to do so in terms of:

- the specificities and requirements of your role;
- the impact on the business; and
- the ability to manage workload, whether internally or externally.

If your request cannot be accommodated, we will advise at the soonest possibility with the reasons for this, and work with you to explore the possibility of other, potentially flexible options.

## 8. Return to work from parental leave

To facilitate a smooth transition to work from parental leave, Calix offers a range of support mechanisms. These include 'Keep in Touch Days' (KITDs) and flexible working arrangements.

### 8.1 Keep in touch days (KITDs)

This is an optional way for you to keep your hand in and stay in touch with your colleagues and the work environment, whilst on parental leave.

KITDs are to be planned in advance, in conjunction with your manager and be mutually beneficial to you and your team. They are occasional days to keep you connected to the workplace whilst you are on leave. You will receive your normal rate of pay for all KITDs worked.

KITDs are optional and can commence anytime from 21 days following the birth or placement of a child. Employees who extend their unpaid leave by 12 months are entitled to a further 10 KITDs days.

## 8.2 Request for flexible working arrangements

Where possible Calix will work with you to accommodate flexible working arrangements until you return to work. These can include:

- Home-based work;
- Temporary or permanent part-time opportunities.

Working from home arrangements and part-time work opportunities must be negotiated with your manager and considered on a case by case basis.

## 9. Continuity of service and accruals

A period of parental leave does not count as 'service' for the calculation of entitlements and benefits. This includes calculation of payment in lieu of notice, redundancy/severance payments and bonuses and incentives.

During the period of time you are absent from work on parental leave, you will not accrue any form of paid leave, including annual leave and personal carers leave. However, any period of parental leave specified in this policy will not break your continuity of service for the purpose of accruing long service for a period of parental leave up to 12 months.

## 10. Obligations

We may need to consult with you while you are on parental leave, should there be any significant work matters that directly impact on you. It is therefore important that you provide us with your up-to-date contact details before the commencement of leave and as and when those details change during the period of parental leave.

While you are on parental leave you are still an employee of Calix Limited, so all relevant terms of your employment contract continue to apply. This includes engaging in other employment and using or disclosing confidential information.



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Peter Turnbull

Chair

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