



Crown Resorts Limited Parental Leave Policy

Crown Resorts Limited ACN 125 709 953
A public company limited by shares

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1. Introduction

1.1. Statement of Crown Policy

In addition to any statutory leave entitlements, Eligible Employees are entitled to take parental leave in accordance with the terms of this Policy.

1.2. Application of this Policy

This policy applies to Eligible Employees.

1.3. Definitions

Crown means Crown Resorts Limited ACN 125 709 953 and its wholly owned subsidiaries.

Crown Property means Crown Melbourne, Crown Perth, Crown Sydney and/or Capital Club.

Eligible Employee means an Employee who has or will have responsibility for the care of a child who is born to, or placed for adoption with, the Employee, the Employee's spouse or the Employee's de facto partner.

Employee means a:

- (a) permanent full time or part-time employee;
- (b) full-time or part-time employee on a fixed or maximum term contract of at least two years; or
- (c) casual employee who has been employed on a regular and systematic basis for at least 12 months prior to commencing parental leave,

who is employed by Crown and whose primary place of employment is at a Crown Property or at a Crown Property support office.

Government Paid Parental Leave means an amount of parental leave pay or dad and partner pay, as applicable, under the Australian Government Paid Parental Leave scheme.

Top Up Pay means the Eligible Employee's average weekly pay for the relevant paid leave entitlement period less any Government Paid Parental Leave the Eligible Employee is entitled to receive¹.

2. Parental Leave

2.1. Parental Leave Availability Period

Parental leave must be taken and used within the first 12 months of the date of birth or adoption of the child for which an Eligible Employee is to have responsibility for.

¹ Eligible Employees who are not entitled to receive Government Paid Parental Leave will be entitled to receive their full average weekly pay for the relevant paid parental leave entitlement period.

2.2. Parental Leave Entitlements

The table below sets out the parental leave entitlements available to Eligible Employees which must be taken in a single continuous period:

| Leave Type | Unpaid Leave Entitlement (inclusive of any Paid Leave) | Paid Leave Entitlement |
|----------------------|---|---|
| Primary Carer | Up to 52 weeks with the right to request an additional 52 weeks | Up to 12 weeks Top Up Pay |
| Secondary Carer | Up to 8 weeks | Up to 2 weeks Top Up Pay |
| Couples ² | Up to 52 weeks with the right to request an additional 52 weeks for primary carer and up to eight weeks for secondary carer | Up to 14 weeks Top Up Pay |
| Surrogate | Up to 52 weeks with the right to request an additional 52 weeks | Up to 6 weeks Top Up Pay |
| Special ³ | Not specified ⁴ | Up to 6 weeks Top Up Pay for birth parent and up to 2 weeks Top Up Pay for spouse or de facto of birth parent |

2.3. Keeping in Touch Days

In addition to the parental leave entitlements set out in section 2.1, Eligible Employees are entitled to be paid for up to 10 keeping in touch days during each 52 week parental leave period.

3. Application of Policy

- (a) The respective Human Resources departments for each Crown Property will have responsibility for administering this Policy.
- (b) Eligible Employees wishing to take advantage of the Parental Leave Entitlements must advise their relevant manager or workforce planning department of the Leave Type and Leave Entitlement they wish to apply for (via the appropriate leave form) and the request will be administered in accordance with this Policy.

4. Questions

Any questions regarding this policy should be directed to the relevant Human Resources representative responsible for the Business Unit.

² This applies where the primary and secondary carers are in a spousal or de facto relationship and are both Eligible Employees.

³ In the case of stillbirth or infant death that occurs from 28 weeks gestation onwards.

⁴ This is to be determined on a case by case basis.

5. Review of Policy

The Gender Diversity Steering Committee will review this policy as required from time to time to ensure it continues to be appropriate for Crown.

Crown Resorts Limited
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