

Parental Leave

Checklist for Employees



1 ELIGIBILITY

You are eligible for up to 12 months unpaid parental leave if you are either a:

- Full-time or part-time employee
- Casual employee who has been engaged for shifts on a regular and systematic basis for at least 12 months

2 NOTIFY YOUR MANAGER – 10 WEEKS PRIOR

Notify your manager of your intention to take unpaid parental leave at least 10 weeks' prior and provide a medical certificate confirming your pregnancy or partner's pregnancy, and the expected date of birth of the child or adoption paperwork.

3 STARTING YOUR PARENTAL LEAVE

For the pregnant employee:

Parental leave may start up to 6 weeks before the expected birth of the child but can start earlier by agreement with your manager. If you continue working during the 6 week period before the birth of the child, your manager may request that you provide certain medical evidence that states you are fit to work and may require you to take unpaid parental leave if you cannot provide that evidence.

Secondary Carer & Adoptive Primary Carer:

Parental leave may begin from the day of birth or adoption of the child.

4 SUBMITTING DOCUMENTS TO APPLY FOR PARENTAL LEAVE

At least 4 weeks' prior to commencing parental leave, confirm the start and end dates of your leave by submitting two leave applications to your manager and selecting "parental leave" on both; one for the unpaid and one for the paid.

- Submit separate leave application forms for any annual or long service leave you wish to take in conjunction with the parental leave (EA employees should utilise Kronos).
- For WorkDay users, on the home page, the Parental Leave application forms can be requested within the Absence application after selecting a date range.

5 APPLYING FOR PAID PARENTAL LEAVE THROUGH GOVERNMENT SCHEMES

If you decide to apply for Parental Leave Pay under the Australian Government Paid Parental Leave scheme, you will need to make this claim yourself directly with Centrelink and you will need the following details for your claim:

- Crown Sydney ABN - 97 166 326 843.
- Contact details of the Crown Payroll department
T: 03 9292 4134 E: payroll@crownsydney.com.au
or payroll@crownmelbourne.com.au

Once your application is approved and processed by Centrelink, Crown will ensure you receive your entitlement as per your regular pay cycle if this was the choice of payment method.

6 CROWN WOULD LIKE TO KEEP IN TOUCH WITH YOU DURING PARENTAL LEAVE

Keeping in Touch days:

- Keeping in touch days allow you to come to work whilst on parental leave for up to 10 days per 12-month period, without affecting your parental leave entitlement.
- This is a great way for you to keep up to date with your role at Crown, refresh your skills and assist with your return from parental leave.
- Should you have any questions regarding keeping in touch days, contact your manager or HR Support via HRSupport@crownresorts.com.au

Employee Communications:

- If you haven't already, you may subscribe to Frontline, Crown's weekly update, by emailing your personal email address to employeecommunications@crownresorts.com.au
- Remember, please advise Crown if you have any updates of your personal details, e.g., mailing address, phone numbers, email addresses, etc.

7 EXTENDING YOUR PARENTAL LEAVE

The primary carer may request to extend their period of parental leave to a total of up to 24 months. If you would like to extend your parental leave you will need to provide a written request to your manager, including the specific dates, at least 4 weeks before the end of the original leave period.

8 RETURNING TO WORK

Please confirm, in writing, the date you intend on returning to Crown at least 4 weeks prior to the end of your parental leave. This can either be to your manager or via the HR Support Centre on HRSupport@crownresorts.com.au or (03) 9292 6409.

Your manager or HR will then contact you to discuss your return to work and any support Crown can offer you in your return.

9 NURSING MOTHERS ROOM

Crown Sydney also has a Nursing Mothers Room located on level 1 Mezzanine, nearby to the staff restaurant and Wardrobe.

This is available for returning mothers who need to express during their shift to ensure comfort and privacy. Please speak to your manager or HR for further details.

10 REQUESTS FOR FLEXIBLE WORK ARRANGEMENTS

To assist with your return to work after parental leave, you have a right to request Flexible Working Arrangement (FWA). Any request must be made in writing and set out the details of the change sought and the reasons for the change, which will be considered by Crown on a case-by-case basis.

Crown will accept or refuse the request within 21 days of receipt. If refused, you will be provided with details of the grounds or reasons for the refusal. Where possible, Crown will work with you to attempt to find suitable alternatives as a compromise.

Unless your FWA has terminated, your FWA will be reviewed regularly to ensure your needs and the operational needs are being met.

It is your responsibility to contact Crown at least 6 weeks prior to the review date to confirm ongoing FWA requirements.

If you are unable to return to your pre-parental leave employment status and conditions after 12 months of being on an FWA, those conditions may be forfeited.

If you have any questions at all regarding your parental leave, ask your manager or contact the

HR Support Centre on
HRSupport@crownresorts.com.au or 03 9292 6409.

