

All Gender Parental Leave Policy Example

Effective: January 2025

At *Willow & Spark Studios*, we are committed to fostering an inclusive workplace where all employees feel valued and supported. Our parental leave policy applies to all parents, including those parenting through birth, surrogacy, in vitro fertilisation (IVF), adoption, or other parenting journeys.

All full-time and part-time employees who have completed 12 months of continuous service with *Willow & Spark Studios* are eligible for both paid and unpaid parental leave.

Eligibility and Entitlements

Primary Carer Leave

The primary carer is the parent who assumes primary responsibility for the everyday care of a child. They are entitled to:

- * **Up to 26 weeks** of paid leave at full pay or 52 weeks at half pay, with an option to take up to **12 additional weeks of unpaid leave**.
- * Leave commences from the date of birth, adoption, or placement of the child.

Secondary Carer Leave

The secondary carer is a parent who provides support to the primary carer and the child. They are entitled to:

- * **Up to 6 weeks** of paid leave.
- * If a secondary carer becomes the primary carer, they may access any remaining primary carer leave entitlements, with previously taken secondary carer leave deducted from the total.

Inclusivity Commitment

At *Willow & Spark Studios*, we ensure equitable access to parental leave for all employees, regardless of gender, family structure, or parenting journey.

Employees are also entitled to:

- * **12 weeks** of paid parental leave in line with the Fair Work National Employment Standards (NES).
- * Up to **2 days** of unpaid pre-adoption leave to attend necessary interviews or examinations.

Special Parental Leave

Employees, regardless of gender, may access paid or unpaid special parental leave under the following circumstances:

- * Pregnancy-related complications or illnesses.
- * Pregnancy loss, including miscarriage or stillbirth, prior to the expected date of birth.

Eligible employees may also access paid personal or sick leave, where applicable.

Reproductive Health Leave

To support employee wellbeing, *Willow & Spark Studios* provides **10 work days of paid reproductive health leave** annually for:

- * Managing chronic reproductive health conditions (e.g., endometriosis, PCOS).
- * Attending preventative health screenings (e.g., cervical screening, fertility assessments).
- * Undergoing fertility treatments or other medical needs related to reproductive health.

Definitions for Clarity and Inclusivity

Primary Carer

The parent, regardless of gender, who assumes the main responsibility for the child's everyday care following birth, surrogacy, or adoption.

Secondary Carer

A parent, regardless of gender, who provides support to the primary carer and child but does not assume primary caregiving responsibilities.

Commitment to Inclusivity

- * **Gender-Neutral Language:** We use inclusive terms such as "parent," "primary carer," and "secondary carer" throughout this policy.
- * **Diverse Pathways to Parenthood:** Our policy explicitly includes parenting through birth, surrogacy, IVF, and adoption.
- * **Equitable Access for All Genders:** All parents, regardless of gender or birthing status, have access to leave entitlements.
- * **Support for Pregnancy Loss:** Our special leave provisions include miscarriage, stillbirth, and other pregnancy-related complications.
- * **Recognition of Reproductive Health Needs:** Paid leave is available for chronic conditions, fertility care, and other reproductive health needs.

By fostering an inclusive and equitable workplace, *Willow & Spark Studios* seeks to empower all employees to thrive in their roles as both professionals and caregivers.

