

## FLETCHER BUILDING GROUP PARENTAL LEAVE POLICY

Effective date – 1 July 2022

### INTRODUCTION

Fletcher Building aims to offer our people an exceptional experience with a commitment to help them succeed professionally and personally.

Fletcher Building recognises the importance of our people having the ability and opportunity to take time away from the workplace to welcome a new addition to their families.

We are committed to creating a diverse and inclusive workplace that supports our people throughout their parental leave journey, and as they transition back into our workplace.

### NEED TO KNOW

- Fletcher Building recognises the importance of our people having the ability and security to take time away from the workplace following the birth (or adoption) of their child, or where they have assumed permanent primary care for a child under the age of 6 (NZ) or 16 (AU);
- Fletcher Building is committed, where possible, to accommodate flexible working arrangements that support a transition back into the workplace, and strike a fair balance between the needs of our people and the business;
- All leave and working arrangements under this policy will be recorded in writing.

### SUMMARY OF BENEFITS

- Primary carer leave – the team member can choose either 100% of their normal pay processed over 26 weeks, or 50% of their normal pay processed over 52 weeks;
- Secondary carer leave – team members will be able to access 4 weeks paid leave;
- Transition to work support – team members returning from primary carer leave can choose to work 80% of their standard/normal hours, but still receive their full normal pay for the first 6 months;
- New parents leave – all new parents will receive an additional 5 days paid leave, this is in addition to primary carer and secondary carer leave, and available for one year after the team member returns to work.

**This policy applies to:** all permanent Australia and New Zealand people (excluding casual and fixed term workers) who work for Fletcher Building.

## EXPLANATORY AND GUIDANCE NOTES

This policy does not affect any statutory entitlements or benefits provided for in the relevant Country legislation or set out in employment agreements.

## DEFINITIONS

**Primary Carer** – is any person who gives birth to the child or is the partner of a person who gives birth to the child and assumes primary care for the child, as aligned with the relevant Government definition. This also extends to any person who takes permanent primary care responsibility of a child under the age of 6 (NZ) or 16 (AU).

**Secondary Carer** – is any person who becomes a parent by birth, adoption, or permanently assuming care for a child under the age of 6 (NZ) or 16 (AU) and has secondary carer responsibilities for the child.

**Permanent Primary Care** – for the purpose of this Policy, includes adoption (including whāngai), a Home for Life parent, matua whāngai (whāngai carer - a grandparent with permanent full-time care) or a permanent guardian.

**Normal pay** – this is your base pay plus any allowances, excluding overtime and allowances connected to overtime.

## PRIMARY CARER BENEFITS

Fletcher Building is committed to supporting our people through the most important moments of their lives, especially raising a family. To help remove some of the financial pressures' parents experience, we are offering team members primary carer leave.

For the purpose of this Policy, a primary carer who has been a permanent team member for a minimum of 12 months' at the expected due date, or the date they assume primary care of a child under the age of 6 (NZ) or 16 (AU), will be able to access the primary carer leave under this Policy.

Team members may be entitled to additional or other parental leave as set out in the relevant state or country legislation.

### Leave (Australia Only)

Team members who meet the primary carer criteria (for the purpose of this policy) will be entitled to a period of company paid parental leave of 26 weeks' normal pay. This 26 weeks may be paid to a team member in the following way:

- 100% of the team members normal pay processed over a 26 week period (inclusive of any Government paid parental leave payments) or;
- 50% of the team members normal pay processed over a 52 week period (inclusive of any Government paid parent leave payments)

Team members will be required to confirm their eligibility and entitlement to access the Australian Government parental leave payments, where they meet the criteria. For more information about Government funded paid parental leave, you can visit the Services Australia website at [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au) or call them on 13 61 50.

In the event a team member is entitled to the Government funded payments, the 26 week company payment will be inclusive of the Government payment. This means a team member will be paid the difference between the Government funded payment and their normal pay.

Team members eligible for the Government paid parental leave scheme will need to inform the business if they have received approval from Services Australia (for the Government funded payment) and provide confirmation of this.

In the event both parents are permanent Fletcher Building team members (and meet the eligibility criteria), only one parent is entitled to receive the primary carer leave, for the same child, at the same time, unless the transfer of primary carer responsibility occurs, as outlined in this Policy.

It is important we have enough time to plan for the period of leave, and ensure the wider team has appropriate support during this time. Given this, any team member wishing to take parental leave will need to provide at least 10 weeks' written notice to their manager, this must include:

- the proposed start date of the parental leave;
- the proposed duration of parental leave;
- if they wish to take any annual leave or long service leave during their period of parental leave, and the details (i.e. start and end dates).

In addition to the written notice, the team member must provide confirmation of their expected due date (from a doctor or midwife), or a court order, statutory declaration, or other confirmation in the event of adoption where primary care is being assumed for the care of a child under the age of 16.

Team members are encouraged to contact the Australian Taxation Office (ATO) directly for any questions relating to tax implications, or secondary tax responsibilities that may arise.

The team member will be provided a letter confirming their leave period, and the calculation of their normal pay for the period of primary carer leave.

Where the team member wishes to return to work earlier than originally expected, they must notify their manager at least 4 weeks' before they wish to return. Any primary carer leave will cease when the team member returns to work. In the event an overpayment occurs, the business will notify the team member, and take steps to recover the overpaid amount.

In the unfortunate event the team member suffers a stillbirth or infant death, the team member may be able to access the FB Primary Carer Leave, if they meet the criteria under this Policy. We recognise this would be a difficult situation and would work with the team member around how we can best support them.

### Leave (New Zealand Only)

Team members who meet the primary carer criteria will be able to choose either:

- receive a top up to 100% of their normal pay for 26 weeks (we will pay their normal pay minus the Government funded parental leave payment); or
- receive 50% of their normal pay for 52 weeks, during the Government parental leave payment period this will be a top up to 50% of normal pay (we will pay 50% of their normal pay, minus the Government funded parental leave payment, for the first 26 weeks).

For example: a team member is able to take up to 52 weeks parental leave (26 weeks' Government funded parental leave payments and 26 weeks unpaid leave). The Government

parental leave payment is currently (as of 1 July 2022) up to a maximum of \$661.12 gross per week.

If the team member chooses 50% of their pay for 52 weeks', for the Government funded parental leave period (being the first 26 weeks) we will pay 50% of their normal pay minus the Government funded parental leave payment. Following the first 26 weeks (until the 52 weeks is reached) we will pay the team member 50% of their normal pay.

The team member will receive the statutory Government payment directly from the Inland Revenue Department (IRD), and any top up payment will be paid by us.

Where the team member wishes to access the 52 week top up, and 50% of their normal pay is near, or close to the Government payment, we will engage with them around the top up options available to them.

*Please note: If the Government payment already covers the team members full normal pay, they will not be able to access the primary carer leave top up outlined above.*

In the event both parents are permanent Fletcher Building team members (and meet the eligibility criteria), only one parent is entitled to receive the primary carer leave, for the same child, unless the transfer of primary carer responsibility occurs, as outlined in this Policy.

The team member must confirm with their manager which of the leave options they would like to access prior to the parental leave period commencing. This will be recorded in writing.

In the event a team member wishes to change the leave option during the parental leave period, this would need Business Unit or Functional GM and P&P Manager approval and would only be approved in exceptional circumstances.

It is important we have enough time to plan for the period of leave, and ensure the wider team has appropriate support during this time. Given this, any team member wishing to take parental leave will need to provide at least 3 months' written notice to their manager, this must include:

- the proposed start date of the parental leave;
- the proposed duration of parental leave;
- the leave option (under this policy);
- if they wish to take any annual leave prior to the start of the parental leave period, and the proposed start of the annual leave period.

In addition to the written notice, the team member must provide confirmation of their expected due date (from a doctor or midwife), or a court order, statutory declaration, or other confirmation in the event of assuming primary care for a child under the age of 6.

For the purpose of this Policy, adoption is deemed to incorporate Whāngai (adoption under Māori customary practice). Where Whāngai takes place, supporting evidence including a reference or references from within the Māori community must be provided as confirmation.

The team member will need to complete any IRD Forms and provide the business with the letter confirming IRD's acceptance of the paid parental leave application.

Team members are encouraged to contact IRD directly for any questions relating to tax implications, or secondary tax responsibilities that may arise.

The team member will be provided a letter confirming their leave period, and the calculation of their normal pay for the top up period.

Where the team member wishes to return to work earlier than originally expected, they must notify their manager at least 21 days' before they wish to return. Any primary carer leave top up will cease when the team member returns to work. In the event an overpayment occurs, the business will notify the team member, and take steps to recover the overpaid amount.

In the unfortunate event the team member suffers a stillbirth or infant death, the team member may be able to access the FB Primary Carer Leave, if they are eligible to receive the Government paid parental leave and meet the criteria under this Policy. We recognise this would be a difficult situation and would work with the team member around how we can best support them.

### **Superannuation**

We will also continue the employer paid superannuation contributions for the duration of the paid primary or secondary carer leave period (in accordance with this Policy). For New Zealand team members, this only applies if the team member continues to contribute to their KiwiSaver scheme. In the event the team member has requested a KiwiSaver scheme holiday, no employer contribution will be provided.

### **Transition to Work Support**

We understand that transitioning back into work has its challenges, and team members may want more flexibility as they transition back into the workplace following their parental leave period. We are committed to supporting our people back into the workplace and keeping them apart of the team. To support team members to return to work, for the first six months, team members can choose to work 80% of their standard/normal hours but still receive their full normal pay.

The transition support is available for the first six months directly following the return from parental leave and is not available after this time. Any flexible working arrangements beyond the 6 months will need to be discussed and agreed with the team member's manager.

In the event the team member takes annual leave, directly following the end of their parental leave period, the transition to work support arrangements will be available for the first six months directly following their return.

Any team members who want to access the transition to work arrangements will need to discuss this with their manager at least 21 days' before they are expected to return to work. This will be recorded in writing, including the pattern or days of work. The pattern or days of work may change over the six-month period, either at the team members request, or as a result of business needs (customer or operational requirements). Where the team member makes the request, we will consider the request, and discuss whether this can be accommodated. Any changes will be recorded in writing.

### **Keeping in Touch (Australia Only)**

Keeping in touch days allow team members to stay connected, and better support the transition back to work. Team members can access up to 10 keeping in touch days without impacting their entitlement to the government paid parental leave.

Keeping in touch days are available to team members who are receiving the primary carer leave, under current government legislation. The intention of keeping in touch days is to keep team members connected to their teammates, and workplace, during the parental leave period. Team members are to be paid their normal pay for any hours actually worked during any periods of unpaid parental leave.

It is completely up to the team member whether they wish to take keeping in touch days. Where a team member wishes to use keeping in touch days, this should be discussed with their manager, and confirmed in writing.

#### **Keeping in Touch (New Zealand Only)**

It is important to keep team members connected to their teammates, and the workplaces, during the parental leave period. Keeping in touch days allow team members to stay connected, and better support the transition back to work.

Team members will be paid their normal pay for any hours actually worked during their parental leave. In the event a team member has chosen to receive 50% of their normal pay for 52 weeks', they will be paid their normal pay (100%) for the hours that they work during this time. Where a team member is receiving full top up to their normal pay (for the 26 weeks'), they will not receive any additional payment for any keeping in touch days.

It is completely up to the team member whether they wish to take keeping in touch days. Where a team member wishes to use keeping in touch days, they will need to let their manager or P&P Representative know.

#### **Transferring of Primary Carer (Australia only)**

We recognise that families and parenting come in many different forms. Parents may transfer primary carer responsibilities during the course of the parental leave period. This is where a secondary carer assumes primary carer responsibilities, and the primary carer becomes the secondary carer and shares any outstanding entitlements to the primary carer.

The team member who is now assuming primary carer responsibilities, will need to meet the primary carer criteria as outlined in this Policy. If the team member meets the criteria, for the remaining primary carer leave period, they will be able receive the company paid primary carer leave.

For example: If our employee's partner has taken 10 weeks' primary carer leave, and our employee will be assuming primary carer responsibilities, our employee will receive 16 weeks of company paid primary carer leave up to a total of 26 weeks. This example assumes our employee has chosen to be paid 100% pay (inclusive of any government payments) over a 26 week period.

The team member will need to provide notification of the intention to take primary carer leave, and provide confirmation, as outlined in the Primary Carer Leave section of this Policy.

In the event a team member has already accessed secondary carer leave, as provided by this policy, this will be deducted from the top up period available to them.

Please note, where both parents are permanent Fletcher Building employees, and meet the criteria outlined in this Policy, in the event the primary carer responsibilities are transferred, they will be able to share Primary Carer Leave, and Secondary Carer Leave (being total 30 weeks). For further, information about transferring Primary Carer Leave, please contact your BU P&P representative.

### **Transferring of Primary Carer (New Zealand only)**

We recognise that families and parenting come in many different forms. Parents may transfer primary carer responsibilities during the course of the parental leave period. This is where a secondary carer assumes primary carer responsibilities, and the primary carer becomes the secondary carer and shares any outstanding entitlements to the primary carer.

The team member who is now assuming primary carer responsibilities, will need to meet the primary carer criteria as outlined in this Policy. If the team member meets the criteria, for the remaining leave entitlement (period of remaining primary carer leave), they will be able to choose either:

- receive a top up to 100% of their normal pay for the remainder of the 26-week period; or
- receive 50% of their normal pay for the remainder of the 52 week period, during the Government parental leave payment period this will be a top up to 50% of normal pay.

For example: if an employee's partner has already taken 10 weeks' paid parental leave (Government funded), and is transferring the remaining 16 weeks' to our employee, any entitlement would be less the amount of parental leave already taken.

In this situation, if our employee has been employed for more than 12 months, they can choose to either:

- receive a top up of 100% normal pay for the remaining 16 weeks (we will pay their normal pay minus the Government funded parental leave payment); or
- receive 50% normal pay for the remaining 42 weeks (being 10 weeks minus 52 weeks), during the Government parental leave payment period this will be a top up to 50% of normal pay (we will pay 50% of their normal pay, minus the Government funded parental leave payment).

The team member will need to provide notification of the intention to take primary carer leave, and provide confirmation, as outlined in the Primary Carer Leave section of this Policy.

In the event a team member has already accessed secondary carer leave, as provided by this Policy, this will be deducted from the top up period available to them.

Please note, where both parents are permanent Fletcher Building employees, and meet the criteria outlined in this Policy, in the event the primary carer responsibilities are transferred, they will be able to share Primary Carer Leave, and Secondary Carer Leave (being total 30 weeks). For further, information about transferring Primary Carer Leave, please contact your BU P&P representative.

### **SECONDARY CARER BENEFITS**

To provide team members with the ability to spend quality time with their families and new addition, we are offering secondary carer leave.

A secondary carer who has been a permanent team member for a minimum of 12 months at the expected due date, or the date they assume permanent care of a child under the age of 6 (NZ) or 16 (AU), will be able to access the secondary carer benefits under this Policy.

Team members who are secondary carers will be able to access 4 weeks paid leave to allow them to spend quality time with their new child and partner during the early weeks.

The secondary carer leave is available within 6 months' directly following the birth of the child or assumed care of a child under the age of 6 (NZ) or 16 (AU).

The team member will need to provide their manager with at least one month's written notice, this must include when they intend to take the secondary carer leave. This should be taken in one consecutive period, however, there may be exceptional circumstances that the business may agree to the team member taking the secondary carer leave over an agreed period of time. This would be approved at the discretion of the team member's direct manager.

The team member must provide confirmation of the expected date of delivery of their child (from a doctor or midwife), or a court order, statutory declaration or other confirmation in the event of assuming care (or adoption) of a child.

### **NEW PARENTS LEAVE**

To support and help team members thrive when they return to work, we are offering team members an additional 5 days paid new parents leave.

Team members who have been employed for a minimum of 12 months, will receive an additional 5 days paid leave, when they return to work. This is only available for one year after the team member returns to work (from either primary carer or secondary carer leave, as provided by this Policy), and does not carry over beyond this period.

In the event a team member does not use the 5 days within the one year, they will not be entitled to any other leave or payment in exchange. The new parents leave will not be paid out if the team members' employment comes to an end.

The new parents leave is only available to those team members who have returned to work, following parental leave (including secondary carer and primary carer leave) from 1 January 2022. In the event a team member returned to work prior to 1 January 2022, they will not be able to access the new parents leave.

### **FURTHER GUIDANCE**

This policy sets out the discretionary parental leave benefits that are available to our people, however, this is subject to change, amendments, and can be revoked.

Where the relevant Country legislation or employment documents provides more generous parental benefits, compared to this Policy, they would apply.

**Questions on this policy?** Discuss with your direct manager or your People & Performance Representative – click here to find your [BU People & Performance Representative](#).

**Printing this policy?** All our official policies are updated electronically and available on Matrix so before relying on a printed copy, please check you have the latest version.



Version	Action	Authority	Date
1	Policy created	Group Remuneration	July 2022
2	Policy updated	Group Remuneration	August 2022
<i>Next review due: July 2024</i>			