



STAFF ENTITLEMENTS POLICY

Our Service is committed to providing a safe and healthy workplace that supports employees to take breaks away from the workplace to balance work with rest, recreation and family responsibilities. We provide above-award pay and conditions to our employees at Alphabet Preschool.

The *Staff Entitlement Policy* aims to comply with Government legislation and workplace laws to provide clear guidelines on employment conditions and entitlements set by the Fair Work Ombudsman through the National Employment Standards (NES) and relevant Awards, including but not limited to the Children's Services 2010 Award and Education Services (Teachers) 2020 Award. It also aims to provide information on the above-award conditions and entitlements provided to employees of Alphabet Preschool.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1.1	Organisation of Educators	The organisation of Educators across the Service supports children's learning and development.
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of Educators at the Service.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration [NSW]
S.165	Offence to inadequately supervise children
S.167	Offence relating to protection of children from harm or hazards
126A	Illness or absence of a qualified educator who is required to meet the relevant educator to child ratio
135	Illness or absence of early childhood teacher or suitably qualified person

145	Staff records
147	Staff members
151	Record of educators working directly with children
152	Record of access to early childhood teachers
152A	Record of replacement of educator
152B	Record of replacement of early childhood teacher or suitably qualified person
168	Education and care service must have policies and procedures

RELATED LEGISLATION

Children and Young Persons Act 1998 Child Safe Environment Policy	Federal and State Occupational Safety and Health Legislation
Education and Care Services National Law Act 2010	NSW Anti-Discrimination Act 1977
Fair Work Act 2009	Paid Parental Leave Amendment (More Support for Working Families) Act 2024
Federal and State Equal Opportunity Legislation and any other relevant industrial awards	

RELATED POLICIES

Code of Conduct Policy Child Safe Environment Policy Dealing with Complaints Policy Governance Policy Pregnancy in Early Childhood Education and Care Policy	Privacy and Confidentiality Policy Recruitment Policy Responsible Person Policy Sick Staff Policy
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PURPOSE

This policy has been developed to communicate the paid time for employees along with the expectations and obligations regarding applying for leave from the Service including- Annual leave, Personal/Carer's Leave, Parental Leave Pay, Long Service Leave, Banked leave, Community Service Leave, Family and Domestic Violence Leave, Compassionate Leave, Rostered Days Off, Superannuation, Termination/Resignation of employment and Overtime/Time in Lieu.

SCOPE

This policy applies to staff, educators, approved provider, nominated supervisor and management of the Service.

IMPLEMENTATION

Our Service will commit to providing leave arrangements for all employees as legislated by the Australian Government through relevant industrial Awards and the National Employment Standards as set by the Fair Work Ombudsman. We will offer an opportunity for staff to access paid and unpaid leave for a range of purposes to support a healthy and productive workplace. This policy provides guidelines for staff to request and apply for leave along with clarification around paid overtime/Time in Lieu.

All documentation relating to Leave Entitlements is to be stored securely and in accordance with our *Privacy and Confidentiality Policy*.

DEFINITIONS

FAMILY MEMBER

The Fair Work Ombudsman defines an [immediate family member](#) as a:

- spouse or former spouse
- de facto partner or former de facto partner
- child
- parent
- grandparent
- grandchild
- sibling, or
- child, parent, grandparent, grandchild or sibling of the employee's spouse or de facto partner (or former spouse or de facto partner).

This definition includes step-relations (e.g. step-parents and step-children) as well as adoptive relations.

A household member is any person who lives with the employee.

TYPES OF EMPLOYMENT: Full Time/Part Time/Casual

There are different types of employment depending on the applicable Awards. For detailed information, refer to the [Children's Services Award 2010 \[MA000120\]](#) and the [Educational Services \(Teachers\) Award 2020](#).

- Full-time employees are generally engaged to work an average of 38 ordinary hours per week.
- Part-time employees work regularly, but generally less than a full-time employee.
- Fixed-term employees are employed for a set period.
- Casual employees are typically engaged on a temporary or short-term basis, but they can also be employed on a regular, systematic basis, regular casual employees.

NATIONAL EMPLOYMENT STANDARDS (NES)

The NES sets minimum employment standards and conditions for employees within Australia including maximum weekly hours, requests for flexible working arrangements, offers and requests to convert from casual to permanent employment, parental leave and related entitlements, annual leave, personal/carer's leave, compassionate leave and unpaid family and domestic violence leave, community service leave, long service leave, public holidays and notice of termination and redundancy pay.

ANNUAL LEAVE

Annual Leave will be accrued at the rate as stated in the relevant Award and NES. The NES, Children's Services Award 2010 and Educational Services (Teachers) 2020 state that full time employees will be entitled to 4 weeks Annual Leave every 12 months. Part time employees are entitled to Annual Leave on a pro rata basis. For example, if an employee works 19 hours per week, they will be entitled to 2 weeks annual leave. Casual employees are not entitled to annual leave.

Annual leave begins to accumulate from the first day of employment. Annual Leave accumulates when employees are on leave including paid leave, such as paid annual leave, paid sick and carer's leave, community service leave including jury duty and long service leave. The balance of annual leave at the end of each year carries over to the next year.

Annual leave does not accumulate when the employee is on unpaid leave, such as unpaid annual leave, unpaid sick/carer's leave, unpaid parental leave and unpaid family and domestic violence leave. Annual Leave does not accumulate when an employee is on unpaid leave, receiving the Australian Government Parental Leave Pay.

REQUESTING ANNUAL LEAVE

Annual leave must be accumulated before it can be taken as paid leave. The number of employees able to take leave at any one time ranges from two (2) people to a maximum of four (4) people depending on the time of year staff wish to take leave. Leave requests must be submitted at least 4 weeks before the leave is requested.

To request Annual Leave, employees must first check the approved leave diary to ensure the request is suitable [ie: there are less than 4 people already on leave].

Then submit a leave request via the employee timesheet app. Employees will then be notified via the app whether the request has been successful and approved.

The manager will then write the approved leave into the approved leave diary.

Once Annual leave is approved, it cannot be cancelled without prior consultation with the manager.

All leave will be subject to approval. The operational and key staff requirements of the business will be taken into consideration prior to leave being approved. This includes ensuring the Education and Care Services National Regulations (2011) requirements for staffing are met at all times.

DIRECTION TO TAKE ANNUAL LEAVE

Employees may be directed to take Annual Leave if the employee has an excessive accumulation of Annual Leave, usually if the balance of Annual Leave is over 8 weeks.

CHRISTMAS SHUT DOWN

Our Service closes over the Christmas holiday period. These dates of closure will be communicated to staff and families during term 1. During this time employees are directed to take annual leave. If the employee does not have sufficient annual leave accumulated, they will be directed to take leave without pay during the shutdown period. If the employee becomes unwell during the Christmas closure, sick leave will be payable with receipt of a doctor's certificate.

PAID PERSONAL LEAVE OR PERSONAL/ CARER'S LEAVE

Personal Leave will be accrued at the rate as stated in the relevant Award and NES. The NES, Children's Services Award 2010 and Educational Services (Teachers) 2020 state that personal leave will be accrued at the rate as stated in the relevant award or agreement. All permanent full-time staff are entitled to 10 days of personal leave each year, and pro-rata for part-time staff. Casual staff are not entitled to personal leave. Evidence may be requested for any personal leave where a staff member is unable to work due to illness or injury or is caring for family member, and must be uploaded to the time sheet app before the end of the pay cycle in order to be paid sick leave.

Personal leave provides provisions for an employee to take time off to help them deal with personal illness, caring responsibilities and family emergencies. Personal leave can be used when an employee is ill or injured. An employee may have to take time off to care for an immediate family or household member who is sick or injured or help during a family emergency. This is known as Carer's Leave, but it comes out of the employee's Personal Leave balance.

Personal leave begins to accumulate from the first day of employment. Personal leave must be accumulated before it can be taken as paid leave. Personal leave accumulates when employees are on leave, including paid leave such as paid annual leave and paid sick and carer's leave, community service leave, including jury duty, long service leave and employer-paid parental leave. Personal leave does not accumulate when the employee is on unpaid annual leave, unpaid sick/carer's leave, unpaid parental leave and unpaid family and domestic violence leave. Personal Leave does not accumulate when an employee is on leave on the Government Paid Parental Leave Scheme.

NOTIFICATION OF ABSENCE

Absences should not occur without prior notification where reasonably practicable. If the employee is unwell and cannot attend their rostered shift, the employee must contact the nominated supervisor or responsible person in charge of the service by at least 6:30am the day of commencement of your shift. Under no circumstances are messages to be left with a colleague. Text messages / emails / private messages are not an acceptable form of communication.

Failure to notify and attend a scheduled shift may be treated as abandonment of responsibilities and may result in termination of employment.

REQUESTING PERSONAL LEAVE

Personal leave should not be requested in advance. We encourage all medical appointments to be arranged outside of work hours. If a medical appointment or elective surgery is pre-arranged and it is advised that the employee is unfit to work, then this will be discussed with the Nominated Supervisor prior to leave being approved.

MEDICAL CERTIFICATE REQUEST

For those in permanent positions, evidence is requested for personal leave to state that the staff member was genuinely entitled to personal leave and be provided by a registered medical practitioner. A statutory declaration is considered an acceptable form of evidence. Evidence must be uploaded to the time sheet app before the end of the pay cycle. If a staff member does not provide evidence they may not be entitled to paid personal leave.

UNPAID CARER'S LEAVE

All employees, including casual workers, are entitled to 2 days unpaid carer's leave each year for each occasion when a member of the employee's immediate family or household requires care or support because of a personal illness, injury, or emergency. Employee's cannot take unpaid carer's leave if they

could instead take paid carer's leave (this does not apply to casual employees who have no entitlement to paid carer's leave).

HEALTH OF EMPLOYEE

Employees may be requested to provide a medical clearance if management is concerned that the employee may have an injury or illness that poses a risk to their own health or wellbeing or the health or wellbeing of children or colleagues. The employee may be requested to take Personal Leave or Leave without Pay until a medical clearance is arranged.

PARENTAL LEAVE

Parental leave lets employees take time away from work for the birth or adoption of a child. The term 'parental leave' can include:

- [unpaid parental leave](#)
- government-funded payments
 - [Parental Leave Pay](#)

UNPAID PARENTAL LEAVE

Under the National Employment Standards in the Fair Work Act 2009, an employee employed with the same employer for 12 months or more before they or their partner gives birth or adopts a child, or employees who experience a stillbirth or the death of an infant during the first 24 months of life, may be entitled to up to 12 months of [unpaid parental leave](#). This includes casual employees who have been working for their employer regularly and systematically for at least 12 months.

An employee can also request an additional 12 months' unpaid leave. This [checklist](#) helps employees follow all the steps required for taking unpaid parental leave under the NES.

PAID PARENTAL LEAVE PAY SCHEME

For children born or adopted **after** July 1, 2026, a payment for up to 130 days, or 26 weeks is available to assist parents in caring for a child. For children born or adopted after July 1, 2025 the payment is for up to 120 days, or 24 weeks. . Furthermore, if an employee's child is born or adopted from 1 July 2025, the Australian Taxation Office will pay them a 12% superannuation contribution on this payment, paid after the relevant financial year has ended, starting from July 2026.

See: [Paid Parental Leave scheme changes](#)

REQUEST FOR FLEXIBLE WORKING CONDITIONS

Employers and employees can agree to change standard working arrangements to help employees balance work with other aspects of their lives. The employee must have worked with the employer for at least 12 months. This includes casual employees who have been working for their employer regularly and systematically for at least 12 months. The request must fit into one of the following categories:

- a pregnant employee
- a parent of, or has responsibility for the care of, a child who is school age or younger
- a carer (within the meaning of the Carer Recognition Act 2010)
- a person with disability
- aged 55 or older
- experiencing family and domestic violence, or
- providing care or support to an immediate family member, or someone they live with, who is experiencing family or domestic violence.

The employee must make the request in writing and the employer must consider their request, discuss the request with the employee to try to reach an agreement about changes to their working conditions and respond in writing within 21 days. The employer must state whether the request is granted or refused and provide reasons if the request is refused and only refuse a request on reasonable business grounds.

LONG SERVICE LEAVE

Long service leave applies to employees who are full-time and part-time. In some states and territories, [long serving casual employees](#) are eligible for long service leave. Employees are entitled to long service leave as per state/territory laws or provisions. Contact the [long service leave agency](#) in your state or territory for further information.

To request Long Service Leave, employees must lodge a *Leave Request Form* via the time sheet app. Employees will be notified via the app if the request has been successful and approved. Leave will not be granted to any two (2) employees for the same period. Leave request forms must be submitted at least 2 weeks before the leave is requested.

LEAVE WITHOUT PAY

Leave Without Pay will not be approved unless all existing Annual and Personal Leave has been granted.

To request Leave Without Pay, employees must lodge a *Leave Request Form* via the time sheet app.

Employees will be notified via the app if the request has been successful and approved. Leave will not be granted to any two (2) employees for the same period. Leave request forms must be submitted at least 2 weeks before the leave is requested.

COMMUNITY SERVICE LEAVE/JURY DUTY

Community Service Leave covers voluntary emergency management activities or jury duty. Community service leave is unpaid, except for Jury Duty.

An employee engages in a voluntary emergency management activity if:

- the activity involves dealing with an emergency or natural disaster
- the employee engages in the activity on a voluntary basis
- the employee was either requested to engage in an activity, or it would be reasonable to expect that such a request would have been made if circumstances had permitted, and
- the employee is a member of or has a member-like association with a recognised emergency management body.

An employee is entitled to take community service leave while they are engaged in the activity and for reasonable travel and rest time. There is no limit on the amount of community service leave an employee can take.

Jury duty is a type of community service leave under the NES. Employees must advise their employers of the period or expected period of leave as soon as possible. If an employee requests leave, they need to provide evidence showing they attended jury selection or jury duty. In some circumstances, employees may be entitled to certain payments from their employer or from the court whilst attending jury duty. Go to: [Payment for full-time and part-time employees](#) and [Payment for casual employees](#).

FAMILY AND DOMESTIC VIOLENCE PAID LEAVE

The National Employment Standards (NES) provide conditions for all employees, including full-time, part-time and casual employees, to access 10 days of paid family and domestic violence leave within a 12-month period. The leave is not pro-rated for part-time or casual employees. Family and Domestic Violence Leave does not accumulate each year if it is not used; the 10 days of leave are renewed every 12 months on the employee's work anniversary.

Employees are able to take paid family and domestic violence leave in accordance with the conditions set by the Fair Work Ombudsman.

COMPASSIONATE LEAVE

All employees (including casual employees) are entitled to 2 days of compassionate leave for each occasion. Compassionate leave can be taken when a member of an employee's immediate family or household:

- dies
- contracts or develops a life-threatening illness or injury
- a baby in their immediate family or household is stillborn
- they have a miscarriage
- their current spouse or de facto partner has a miscarriage

Full-time and part-time employees receive paid compassionate leave and casual employees receive unpaid compassionate leave. Full-time and part-time employees are paid at their base pay rate for the ordinary hours they would have worked during the leave. Compassionate leave cannot be cashed out.

SUPERANNUATION

All employees who earn above the threshold limit will be entitled to superannuation paid at the statutory rate. If you wish to have your Superannuation paid to your fund of choice you will need to complete the [Superannuation standard choice form](#).

ABSENCE FROM EMPLOYMENT WITHOUT NOTIFICATION

An employee may be taken to have abandoned their employment if they do not provide notification of absence. The Nominated Supervisor will make reasonable attempts to contact the employee. If the employee does not respond to these attempts the termination of employment procedure will be initiated.

FLEXIBLE ROSTERED DAYS OFF

Our Service provides provision for Flexible Rostered Days Off (RDO's). Full time employees work additional hours each week which accumulate into a paid RDO. RDO's are rostered onto the roster where possible. RDO's cannot be requested, they are to be taken when operations of the service allow.

TIME IN LIEU

There are times when an employee may be required to work for a longer period outside of normal hours. This may include meeting National Law and Regulations, attending meetings or a work-related event. Time in Lieu (TIL) allows for an employee to work overtime and instead of being paid an additional wage, the employee is granted paid time off by the employer, equivalent to the overtime worked.

- The number of TIL hours accrued cannot exceed 25 hours
- Time In Lieu is to be taken within 6 months of being accrued
- If the Time In Lieu has not been taken within the 6-month period, the employer will pay the employee for the overtime in the next pay period at the overtime rate applicable
- On termination of employment, Time In Lieu will be paid to the employee at the overtime rate
- An employee may request at any time for the employer to pay for overtime covered by the agreement but not taken as time off, at the overtime rate applicable to the overtime when worked. This payment must be made in the next pay period following the request
- Time in lieu worked by an employee is calculated as the same as the number of overtime hours worked, e.g. an employee who worked 2 hours overtime hours is entitled to 2 hours' time in lieu.

OVERTIME/TIME IN LIEU AND PAID TRAINING

Overtime/Time in lieu may be paid in circumstances where the employee works over 8 hours per day or 38 hours per week or where employees are required to work or attend meetings or training outside of general ordinary hours. Overtime rates will be paid as per the Award, and overtime must be approved by the nominated supervisor prior to the employee working additional hours. Time in Lieu (TIL) may be accepted by an employee in agreement for additional hours worked instead of overtime, in line with the relevant Award.

Our service provides regular training and professional development for our staff, and all training courses are mandatory. Our service will pay for all training, professional development, first aid and CPR courses offered to staff.

Our service pays employees overtime/Time in Lieu in the following circumstances:

- staying back for ratio with approval from the responsible person. An employee must state the name of the person who approved this overtime in the note section of the time sheet app. If the employee does not provide this note, overtime will not be paid.
- Attendance at all staff meetings, training courses, professional development courses, first aid and CPR courses provided by the centre.

- Wages/time in lieu will not be paid to employees who seek alternative courses to suit their schedule because they are unable to attend training courses, professional development courses, first aid and CPR courses provided by the centre.
- Fees for First aid and CPR course sourced via employees to suit their schedule will be reimbursed by the centre.

BANKED HOURS LEAVE

Alphabet Preschool aims to assist staff to balance work and personal commitments by allowing staff to bank hours of time worked for additional leave up to 4 weeks over one financial year.

Accrual of the banked hours additional leave is spread across the period of the financial year.

The staff member can maintain their superannuation benefit by continuing their normal employee and employer superannuation contribution for the period of the banked hours leave.

Eligibility

- All staff employed at Alphabet Preschool who work a minimum of 15 hours per week.
- Staff who have excess annual leave (>20 days) or long service leave (> 65 days) are unable to apply for banked leave unless they have approved arrangements to clear their excess leave, e.g. as part of a planned long-term break.

Conditions

1. A staff member may bank hours for additional leave for a period of at least one (1) day up to a maximum of 4 weeks per banked leave cycle (financial year).
2. Eligible staff can apply once per banked leave cycle and a new application must be made each year.
3. The banked leave cycle runs for 12 months: from the first pay run in July till the last pay run in June of the following year.
4. Dates of proposed leave up to 4 weeks must be included in the application (called 'a block').
5. Staff are eligible to apply for one 'block' of time off per year.
6. Banked leave will commence in the first available pay period in the new financial year.
7. Banked leave cannot be rolled over from one period to the next. Employees are to utilize all banked leave by the 30th of June. Any unused banked hours remaining by the 30th of June will be paid out to the employee in the last pay cycle in the financial new year.

8. Banked leave can be taken in conjunction with all leave provisions. Where a public holiday falls within a period of purchased leave, the public holiday is not counted as a day's leave.
9. Banked leave cannot be accessed at half pay.
10. Banked leave does not accrue during any unpaid pay cycle i.e. during unpaid leave
11. Banked leave must be accrued before the planned leave.
12. A staff member with less than 12 months remaining on their fixed-term contract will have a reduced deduction period, consistent with the number of pays remaining before the expiration of the contract.

Approval process

1. Employees will submit a banked hours leave request form to the manager by the last day in March.
2. The manager will review and approve or deny the request by the last day in April.
3. Denial of request may be due to factors such as: excessive leave, no leave scheduled or other business-related reasons. Requests will be limited to one person per date or 'block' and will exclude holiday periods.
4. The manager will bank leave weekly as per the employee's request from the first pay run in the approved financial new year.
5. Employees are to utilize all banked leave by the 30th of June. Any unused bank hours remaining by the 30th of June will be paid out to the employee.

Any hours worked over 8 hours in a day or over 38 hours in a week should be coded as time in lieu. TIL will be paid as 1.5 hours on termination of contract whilst banked hours will be paid at ordinary rate.

Example:

Emily would like to go on a holiday for six weeks with her family in September. Emily uses the banked hours leave request form to apply for an additional 2 weeks of leave over the banked hours leave cycle. She submits the completed form to her manager by 14th March. Emily currently works 30 hours a week, has two weeks of annual leave already accrued and has no long service leave. The manager reviews the request and assists Emily to work out how many hours of banked leave she will need so that she has enough leave by her intended leave date. Emily and her manager agree that 6 hours every week from Emily's pay will be banked to cover her leave request; Emily will work for 30 hours and be paid for 24 hours per week. Her manager approves the request by the last day in April and begins to bank the hours from Emily's pay in the first pay run in the next financial year. Emily uses 2 weeks of banked leave along with her four weeks of annual leave to cover her whilst on leave.

TERMINATION/RESIGNATION CONDITIONS

Notice of termination of employment will be as per the relevant Award. In the event of instant dismissal, the notice period may be paid, and the employee may be asked to leave immediately. Employees who fail to give the required notice must forfeit the relevant termination pay. Notice to terminate employment must be given in writing to the nominated supervisor.

Children's Service Award 2010

An employee must give the employer notice of termination in accordance with the Children's Services Award, as outlined in the table below. The notice of termination required to be given by an employee is the same as that required of an employer, except that the employee does not have to give additional notice based on the employee's age. An employer has to provide an extra week of notice if the employee is over 45 years old and has worked for the employer for at least 2 years.

Employee's period of continuous service with the employer at the end of the day the notice is given	Period of notice
Not more than one year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

Educational Services (Teachers) Award 2020

Period of notice – 4 weeks' notice. Employment of an employee (other than a casual employee) will not be terminated without at least 4 weeks' notice (inclusive of the notice required under the [NES](#)), or 4 preschool term weeks in the case of a preschool employee, or the payment of 4 weeks' salary instead of notice. The notice of termination required to be given by an employee is the same as that required of the employee's employer. An employer has to provide an extra week of notice if the employee is over 45 years old and has worked for the employer for at least 2 years.

Employees must provide written notice regarding resignation from employment as outlined within their *Employment Contract*. The resignation letter should state the employee's intended final working day. The approved provider or nominated supervisor will provide confirmation of acceptance of the resignation and outline any final arrangements. Access to digital folders, accounts, systems and online platforms will be reviewed and restricted after the employee's final working day. Where there are concerns about

security, confidentiality, or misconduct, access may be restricted immediately at the discretion of the approved provider or nominated supervisor.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Staff Leave Entitlement Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation or ACECQA guidance, or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 30 days.

RELATED RESOURCES

Employee Exit Guide Employment Contract Casual	Employment Contract Permanent Staff Leave Request Form
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SOURCES

Australian Children's Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

Australian Government. [Fair Work Ombudsman](#)

Australian Government. Fair Work Ombudsman. [Community service leave](#)

Australian Government. Fair Work Ombudsman. [Paid family and domestic violence leave](#)

Australian Government. Fair Work Ombudsman. [Flexible working arrangements best practice guide](#)

Australian Government. Fair Work Ombudsman. [Jury duty](#)

Australian Government. Fair Work Ombudsman. [Long service leave](#)

Australian Government. Fair Work Ombudsman. [Parental leave](#)

Australian Government. Fair Work Ombudsman. Modern Award. [Children's Services Award \[MA000120\]](#)

Australian Government. Fair Work Ombudsman. Modern Award. [Educational Services \(Teachers\) Award 2020](#)

Australian Government- Fair Work Ombudsman [Parental leave best practice guide](#)

Australian Government. Fair Work Ombudsman. [Sick and carer's leave](#)

Australian Government Services [Paid Parental Leave scheme Employer Toolkit \(updated 2026\)](#)

[Education and Care Services National Law Act 2010](#)

[Education and Care Services National Regulations 2011](#)

REVIEW

POLICY REVIEWED	JUNE 2026	NEXT REVIEW DATE	JUNE 2027
VERSION NUMBER	V11.06.26		
MODIFICATIONS	- annual policy maintenance - edits for clarity and consistency - updated changes to the Paid Parental Leave scheme, effective 1 July 2026 and other leave entitlements - sources and hyperlinks checked and updated as required		

PREVIOUS MODIFICATIONS	
JUNE 2025	• annual policy maintenance • updated changes to the Paid Parental Leave scheme effective 1 July 2025 • sources checked and repaired as required
JUNE 2024	• annual policy maintenance • updated changes to Paid Parental Leave scheme effective 1 July 2024 • links checked and repaired as required