

Pregnancy Management Procedure

This procedure should be read in conjunction with the 'Staffing Arrangements Policy'

Working During Pregnancy

1. A pregnant employee must notify Centre Manager of their pregnancy as early as possible so that any risks can be minimised, and alternative arrangements made as necessary.
2. Where there is an identifiable risk associated with a pregnant employee's work, the Centre Manager will consult with the employee to determine how the work can be modified to eliminate or minimise the risk.
3. If the pregnant employee believes that her job is unsafe, even after discussing risk reduction strategies with the Centre Manager, she will need to give the Centre Manager evidence in the form of a medical certificate stating:
 - a. Why her normal job is unsafe, and how long she shouldn't work in it
 - b. That she can continue to work in a modified job
 - c. Under what conditions she can continue to work in a modified job
4. If there is no safe job available, then the pregnant employee may be entitled to take "no safe job" leave.
5. If a pregnant employee wishes to work in the six weeks prior to her due date, she is required to provide a medical certificate that states she can continue to work, and at what date she should stop working.

Parental Leave Arrangements

1. Pregnant employees wishing to access parental leave (whether paid or unpaid) must provide a doctor's certificate confirming the pregnancy and expected date of birth and notify the Centre Manager in writing of the intentions to take parental leave, including the date on which the employee wishes to start and finish the leave.
2. Employees may be eligible to receive 'Parental Leave Pay' from the Australian Government if they meet certain criteria – employees must make their own applications to receive this funding.
3. All employees are entitled to unpaid parental leave if they have worked for the service for at least twelve months on a regular and systematic basis before the date of birth and have, or will have, primary responsibility for the care of the child.
4. Employees who have recently taken parental leave don't have to work for another twelve months before they can take another period of parental leave.

PROCEDURE VERSION AND REVISION INFORMATION



Authorised by GENERAL MANAGER

Current version 1

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