



Maple Cleaning Services: Parental and Annual Leave Policy 2026

1. Purpose

To ensure all employees understand their entitlements and responsibilities in relation to parental leave and annual leave, supporting a healthy work-life balance and compliance with national employment laws.

2. Scope

This policy applies to all full-time, part-time, and eligible casual employees of Maple Cleaning Pty Ltd.

3. Parental Leave

3.1 Entitlement

Employees may be entitled to unpaid or paid parental leave if they have worked for the company for at least 12 continuous months before the expected date of birth, adoption, or placement of a child.

Types of parental leave:

- **Maternity Leave:** For employees giving birth
- **Partner Leave:** For employees supporting the primary carer
- **Adoption Leave:** When adopting a child under legal guidelines
- **Unpaid Parental Leave:** Up to 12 months with the possibility of an extension to 24 months

3.2 Notice Requirements

Employees must provide:

- At least 10 weeks' written notice before the intended start date of parental leave
- Supporting documentation such as medical certificates or adoption papers

3.3 Return to Work

Employees returning from parental leave are entitled to return to the same role, or an equivalent position if the original role no longer exists.

4. Annual Leave

4.1 Entitlement

Full-time employees accrue **4 weeks** of paid annual leave per year of service. Part-time employees accrue leave on a pro-rata basis. Casual employees do not accrue annual leave but receive a casual loading in lieu.

4.2 Taking Leave

- Leave requests must be submitted with a minimum of 4 weeks' notice.
- Approval is subject to operational requirements but will not be unreasonably withheld.
- Leave should be taken within the company's holiday year.

5. Policy Breach

Any breach of this policy may result in disciplinary action, particularly where leave is taken without prior approval or falsified information is provided.