

To Whom It May Concern

With regard to your enquiry, I have detailed below Finlaysons' paid parental leave policy. The payments are made available to all staff as opposed to paid maternity leave.

I hope that this information is helpful to your inquiry.

## **Paid Parental Leave**

For employees with a minimum of 2 years continuous service with Finlaysons and a bona fide intention of returning to work, the firm offers paid parental leave in addition to the statutory entitlements (although the total of paid and unpaid parental leave may not exceed 52 weeks). Paid parental leave is offered to provide additional assurance of continued employment, encouragement to return to work and to provide income support during the time of income loss for employees taking parental leave.

Paid parental leave is offered as follows:

<b>Completed Years of Continuous Service</b>	<b>Paid Leave</b>
2 years	4 weeks full pay or 8 weeks half pay
More than 2 and up to 3 years	5 weeks full pay or 10 weeks half pay
More than 3 and up to 4 years	6 weeks full pay or 12 weeks half pay
More than 4 and up to 5 years	7 weeks full pay or 14 weeks half pay
More than 5 years	8 weeks full pay or 16 weeks half pay

Continuous service will not include any periods of unpaid leave such as previous unpaid parental leave taken or unpaid authorised leave which has occurred during the course of employment.

In order to qualify for paid parental leave, employees will be required to confirm in writing their intention to return to work and work in either a full or part time capacity for a minimum of 12 months following completion of the taking of parental leave.

This policy is effective from 1 August 2007.

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