

How We Support You: IWDA employee benefits



Leave type	Entitlement
Annual leave	- FT employees: 20 days of paid annual leave per year of service;
Personal Leave	<ul style="list-style-type: none"> - FT employees: 14 days of paid personal leave per year of service. It comprises: - Sick leave, which can be taken when employees have a personal illness or injury; - Menstrual or menopause needs; - Disability leave; and - Carer’s leave, which can be taken to provide care or support to a close personal connection (including a pet) who requires care or support because of a personal illness or injury or an unexpected emergency or to provide support to an individual experiencing gendered violence; - Funeral attendance
Compassionate Leave	<ul style="list-style-type: none"> - FT & PT employees are entitled to up to 2 days of paid compassionate leave for each permissible occasion when a close personal connection has a serious life-threatening personal illness or injury or upon their death, including the death of a pet. - Casual employees are entitled to up to 2 days unpaid leave per permissible occasion
Long Service Leave	- Employees are entitled to paid long service leave in accordance with the Long Service Leave Act in place in their state or territory of domicile. In Victoria, long service leave accrues at the rate of one week for each 60 weeks of employment with one employer.
Leave without pay	- In extenuating circumstances, where all annual leave has been taken, a director may approve up to 5 unpaid leave days in advance for full-time employees and pro-rata for part time employees.
Travel Recovery/Preparation Day	- A recovery/preparation day is granted to all employees, including the CEO and Directors, for each international trip of 7 consecutive days or more and/or any trip requiring travel times of 12+ hours each way.
Overtime TOIL	- Where employees are required to work significant additional hours at the direction of IWDA they may be entitled to Overtime under the IWDA Overtime Policy.
Travel TOIL (accrued when travelling internationally)	<ul style="list-style-type: none"> - IWDA employees, including the CEO and Directors are entitled to: - One day of TOIL for every weekend, or part thereof, spent away from the home base, when required to travel over a weekend. This is intended to compensate employees for being absent from home over a weekend. - Part-time employees will accrue TOIL at the same rate as full-time employees as they will be paid a full-time load while away.

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Employer Paid Parental Leave (primary care giver)	<p>IWDA’s paid parental leave relating to the primary care giver is summarised as follows:</p> <ul style="list-style-type: none"> •8 weeks. This may be extended to 16 weeks at half pay; or •12 weeks after 24 months continuous service or 24 months since resuming work after a previous parental leave event. This may be extended to 24 weeks at half pay.
Employer Paid Co-caregiver Leave	<p>IWDA’s paid parental leave entitlement relating to a secondary or co-care giver is summarised as follows: 4 weeks after 12 months continuous service or 12 months since resuming work after a previous parental leave event. This may be extended to 8 weeks at half pay.</p>
Government Paid Parental Leave	<p>Staff may also be entitled to government funded parental and carer leave if they meet the eligibility criteria. The Paid Parental and Carer Leave scheme is fully funded by the Australian Government. Employees who are expecting a child or adopting a child are eligible for up to 20 weeks of paid Parental and Carer Leave at the rate of the National Minimum Wage</p>
Unpaid Parental Leave	<p>All employees are entitled to 52 weeks of unpaid parental leave</p> <p>An employee can request an extension of a further 12 months leave (up to 24 months in total), unless the other parent (who is employed by IWDA) has already taken 12 months of leave.</p>
Keeping in touch days	<p>An employee on unpaid parental leave is entitled to 10 paid ‘keeping- in- touch’ days</p>
Special Parental Leave (pregnancy related illness or pregnancy loss)	<ul style="list-style-type: none"> •Where an employee experiences extended illness due to pregnancy, they can access 38 hours of special parental leave if they have exhausted their personal leave. A pregnant employee who meets the criteria for unpaid parental leave can take special parental leave if they have a pregnancy -related illness. •Staff are able to take up to 4 weeks paid leave and 12 months’ unpaid parental and carer leave, regardless of if they were the birthing caregiver or not, if they experience: <ul style="list-style-type: none"> ○ stillbirth ○ the death of a child during the first 24 months of life. ○ miscarriage
Appointment Leave (prenatal and compulsory adoption interviews or commission of surrogacy appointments)	<p>An employee eligible for parental leave is entitled to leave to attend routine medical appointments associated with the pregnancy of the employee or employee’s partner, or compulsory adoption interviews, examinations or appointments related to the commission of surrogacy per the following:</p> <ul style="list-style-type: none"> • Paid leave of 20 hours • Unpaid leave as agreed between the employee and their line manager.
Menstrual and Menopause leave	<p>This entitlement is designed to provide opportunities for restful working circumstances and self-care for employees experiencing symptoms of menstruation and menopause. This leave is part of the personal leave entitlements.</p>
Special Leave (Gendered Violence)	<p>All employees experiencing violence may access up to 10 days special leave, per annum, for urgent personal leave with pay. This special leave may be taken as consecutive or single days or as a fraction of a day.</p>
Gender affirmation leave	<p>All employees are entitled to up to 4 weeks’ paid gender affirmation leave per year. An additional 2 weeks unpaid leave annually will be available. Any additional leave may be available after discussion with your director.</p>

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Cultural, Ceremonial, and/or Sorry Business Leave (First Nations staff)	IWDA recognises the additional obligations of Aboriginal and Torres Strait Islander employees to attend to cultural obligations and will provide up to 5 paid days and 5 unpaid days leave for activities outside the workplace.
NAIDOC Week Participation Leave (First Nations staff)	First Nations staff are also entitled to 2 additional days paid leave to participate in National Aboriginal and Islander Day Observance Committee (NAIDOC) week activities and events.
Invasion day swap for a day in NAIDOC week	IWDA acknowledges the painful and traumatic impact on First Nations people of dates like 26th January being a public holiday. As part of our support we offer staff the option of working, attending First Nations events in support, or for First Nations staff the option to rest. If staff choose to work on January 26 they are entitled to a public holiday day during NAIDOC week.
National Reconciliation Week (educational or cultural events)	First Nations staff members can access Cultural, Ceremonial, and/or Sorry Business Leave. Non-First Nations staff are encouraged to participate in National Reconciliation Week events during work hours up to half working day per year.
Substitution of public holidays by agreement	An employee may request to substitute another day for a day that would otherwise be a public holiday under the National Employment Standards (NES) . The requested day will be substituted if the Line Manager approves the employee’s request. The full list of Australian public holidays by state and territories can be found here .
Leave to support employees with a disability	Employees with a disability may access personal paid leave to access counselling, treatment, assessment or rehabilitation as part of managing their disability and maintaining their health, fitness and wellbeing. This is part of the personal leave entitlement and subject to the requirements of that type of leave.
Study Leave	For an IWDA approved course of study an employee may be granted a maximum of two paid days per subject per year (capped at a maximum of 5 days leave per financial year for full time) to attend examinations, course of study and/or conferences. Part-time employees are entitled to a pro rata amount
Jury Service	An employee is entitled to paid leave for jury duty. In the case where an employee receives payment from the court, they will pay this money to IWDA to offset payroll costs. IWDA will reimburse the employee the difference between the court paid amount and their base salary, up to 10 days in total
Blood Donation	Employees are entitled to two hours paid leave for blood donation every 12 weeks in keeping with the Australian Red Cross guidelines for blood donation.
Emergency Services	Employees involved in voluntary emergency services or whose family or property is threatened in an emergency may take paid leave for up to three days each year and further unpaid leave (subject to the requirements of unpaid leave)
Pawternity leave	<ul style="list-style-type: none"> • Employees adopting a new pet to their household can apply for 1 paid day personal leave to settle their new pet per year. • In addition, in the event of a pet being sick and in need of medical attention, staff can apply for paid personal leave. • In the instance of a pet’s death, staff can apply for compassionate leave. • This is part of the personal and compassionate leave entitlements and subject to the requirements of those types of leave.