

Ultradata Paid Parental Leave Policy

Version 2. Effective Date: 1 May 2026

1. Purpose

Ultradata is committed to supporting employees during significant life events, including the arrival of a new child. This policy outlines the entitlements and conditions for paid parental leave for eligible employees who are primary or secondary carers. For clarity, this policy covers the provisions for paid parental leave as funded by Ultradata under the terms of this policy, not paid parental Leave under the (separate) Services Australia (Commonwealth Government) benefits.

2. Scope

This policy applies to all permanent full-time and part-time employees who meet the eligibility criteria as set out immediately below.

This policy applies only to staff in Australian and New Zealand.

3. Eligibility

To be eligible to receive Ultradata's Paid Parental Leave benefits, employees must:

- Have completed at least 12 months of continuous service with Ultradata prior to their date of application for the Paid Parental Leave benefit
- Be eligible under the National Employment Standards (NES) for unpaid parental leave
- Be the primary or secondary carer of the child.

4. Paid Parental Leave Benefits

Ultradata will provide the following paid parental leave benefits for staff meeting the eligibility criteria:

- **Primary Carers:** Up to 12 weeks of paid parental leave, during which period the employee's base rate of pay ('normal pay') including superannuation contributions will be paid by Ultradata
- **Secondary Carers:** Up to 2 weeks of paid parental leave, during which period the employee's base rate of pay ('normal pay') including superannuation contributions, will be paid by Ultradata.

The 12 weeks of paid parental leave for the primary carer (or two weeks for the secondary carer, if the primary carer is not an Ultradata employee) must be taken at the beginning of the parental leave period, and prior to:

- The point at which any other paid leave (e.g., annual leave, or any paid leave provided separately by Services Australia) may be taken
- The point at which any unpaid parental leave is taken.

Where both parents are employees of Ultradata, it should be noted that paid leave granted to the secondary carer may not be concurrent with paid leave granted to the primary carer.

5. Superannuation

As indicated above, Ultradata will make superannuation contributions based on the normal rate of pay over the period of the Ultradata Paid Parental Leave benefit. However, superannuation contributions will not be made by Ultradata during any additional period of Paid Parental Leave that an employee may receive through the Services Australia Paid Parental Leave scheme.

6. Accrual of Annual Leave during Parental Leave

Annual Leave will accrue at the normal rate during the period of the Ultradata Paid Parental Leave.

Annual Leave does not accrue during the period of any unpaid parental leave.

Annual Leave does not accrue during any additional period of Paid Parental Leave under the scheme administered by Services Australia

7. Application Process

Employees must provide:

- Written notice no later than 10 weeks prior to the expected date of birth or adoption
- Application for Parental Leave four weeks prior to the first day they wish to take leave
- Medical evidence of the expected date of birth
- Appropriate verifiable documentation confirming the date of adoption, if applicable
- Confirmation of their role as primary or secondary carer.

If the timeframes change due to a premature birth or other circumstances beyond the parents' control, the employee should advise their manager as soon as they are aware of such changes.

Final approval is subject to verification of eligibility and operational requirements.

8. Return to Work

Employees returning from parental leave will be entitled to return to their pre-leave position or an equivalent role in accordance with the NES.

9. Clawback and other conditions

The Ultradata Paid Parental Leave benefit is provided to employees on the basis that the employee will return to work and maintain at least six months of continuous employment immediately upon their return. In the event that the employee resigns from their employment prior to the expiration of the six-month period, they will be required to repay the full amount of the benefit they received under this Paid Parental Leave Policy.

Ultradata recognises that employees returning from Parental Leave may return for a period on a reduced hours basis. Ultradata may implement a partial clawback of monies paid where the employee returns to work with hours reduced by 20% or more when compared to the hours they were working before departing on Parental Leave.

For absolute clarity these clawback conditions will apply to both full-time and part-time staff.

10. Additional Information

This policy operates in conjunction with Ultradata's broader leave policies and the Parental Leave and Related Entitlements provisions of the Fair Work Act 2009. Under these provisions, employees may also be eligible for government-funded parental leave payments (as administered by Services Australia).

Employees should note that whilst Ultradata does not play a role in the administration of the Services Australia scheme, it needs to be advised (through the Paid Parental Leave Application Form) by any employee also availing of the Services Australia benefits, as to the timing of any such payments, so the payments do not overlap.

11. Procedure to Apply for Primary Carer's leave for the Non-Birthing Parent

Please note that a special procedure has been developed to assist in understanding the process required in the event that a non-birthing parent (most likely a father) wishes to apply for Primary Carer's Leave.

Non-birthing parents wishing to apply for Primary Carer's Leave should consult with either their Chief Officer, or People and Culture, should they wish to work through this process.

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