



**Bunnings Group response to the Senate Select Committee on Work and Care**  
**Questions on Notice**

1. *Full time, part-time and casual - breakdown of workforce at each level /grade of employee in each store including department manager, assistant store manager and store manager (by gender and age)*

Table 1.1 provides a list of team members at Bunnings stores, the full-time and part-time breakdown and gender split.

**Table 1.1 AUS Bunnings Stores - DEC 22**

Position Title & Employment Status	Female	Male
<b>Team Member</b>	<b>51%</b>	<b>49%</b>
Casual	46%	54%
Full time	48%	52%
Part time	57%	43%
<b>Future Leader</b>	<b>52%</b>	<b>48%</b>
Full time	52%	48%
<b>Coordinator</b>	<b>45%</b>	<b>55%</b>
Full time	44%	56%
Part time	68%	32%
<b>Assistant Store Manager</b>	<b>61%</b>	<b>39%</b>
Full time	59%	41%
Part time	100%	0%
<b>Store Supervisor</b>	<b>46%</b>	<b>54%</b>
Full time	44%	56%
Part time	60%	40%
<b>Store Manager</b>	<b>32%</b>	<b>68%</b>
Full time	32%	68%
<b>Operations Manager</b>	<b>45%</b>	<b>55%</b>
Full time	43%	57%
Part time	82%	18%
<b>Complex Manager</b>	<b>31%</b>	<b>69%</b>
Full time	31%	69%
Part time	100%	0%
<b>Grand Total</b>	<b>51%</b>	<b>49%</b>



2. *Part-timers, for each level of store employee (as per the above) - number of contract hours and the number of hours worked each fortnight, over a 12-month period (by gender and age)*

See table 1.1 and table 3.1.

3. *Length of shift, for each level of store employee (by gender and age, to determine most common shift length)*

The average shift length for an adult part-time team member is 7 hours. The average shift length for an adult casual team member is 6.37 hours. Table 3.1 provides a summary of EBA contracted hours by week across Bunnings's team members.

**Table 3.1 EBA contracted hours by week**

Weekly Hours	Full Time	Part Time
Less than 10*	0.00%	2.24%
10-19 Hours	0.00%	22.76%
20-29 Hours	0.00%	37.80%
30+ Hours	100.00%	37.20%
<b>Grand Total</b>	<b>100.00%</b>	<b>100.00%</b>

\*Team can only be contracted to work less than 10 hours per week by request.  
Full-time team are contracted to work 38 hours per week (averaged over a 52 week period).

4. *What flexible work options are available for each level of store employee?*

Bunnings has a comprehensive Flexible Working Arrangements Policy (see Appendix 1) which enables team to make informal flexibility requests or formal requests under the Fair Work Act. In the case of the latter, there is a specific process that must be followed, requiring Bunnings to respond in writing within 21 days.

Under the policy, team may make short-term/ad hoc or ongoing requests. Requests may include a compressed working week, changes to starting or finishing times, changes to employment status or location.

For carer's leave, within our enterprise agreement, full-time Bunnings team members have access to 11 days' of paid personal / carer's leave per year of service (pro-rata for part-time team). After the first year of service, team receive their full entitlement for each subsequent year on their service anniversary. Casual team also accrue 3.3 hours of paid personal / carer's leave for every 152 hours worked.

5. *How many requests for flexible work have been made in last 12 months, by each level of store employee, and how many have been granted?*

Most flexible working requests are an informal conversation between the team member and their leader. Our rostering system doesn't specifically capture what has prompted a change in shift or to time and attendance.



6. *Parental leave return to work - for each level of store employee - how many returned from a period of Parental leave to their previous hours of work, roster and role?*

Bunnings has a parental leave policy (see appendix 2) which aims to support and treat all team members who are parents, regardless of their gender, in a fair and equitable manner.

The length of parental leave varies significantly between team members and some returning team choose to return gradually to their previous hours of work. As such, while it's difficult to aggregate the data, we can share that 936 Bunnings team members took parental leave during April 2021 to March 2022. During this same period 25 team members who were on parental leave resigned. Please see a gender breakdown of these figures in Table 6.1 and 6.2

**Table 6.1 Parental Leave - AUS**

Leave Type	Female	Male	Grand Total
Primary Carer	628	77	705
Secondary Carer	6	225	231
<b>Grand Total</b>	<b>634</b>	<b>302</b>	<b>936</b>

**Table 6.2 Split by Gender for Team who Resigned**

Flag	Female	Male	Grand Total
Resigned	13	12	25
<b>Grand Total</b>	<b>13</b>	<b>12</b>	<b>25</b>

7. *Rostering systems and practices*

a. *Has the company undertaken a WHS risk assessment of the impact of rostering practices on employees at store level? (psychosocial hazard)*

Bunnings completed an organisational psychosocial risk assessment in 2021. The assessment resulted in the prioritisation of three key areas/risks:

- i. workload and volume
- ii. customer interactions and behaviour
- iii. team interactions and behaviour

Whilst 'rostering practices' was not a specific category, it falls under both the 'workload' and 'team interaction' identified areas/risks.



b. *Has the company undertaken a WHS risk assessment on electronic/digital platform rostering systems to determine any potential impacts on employees?*

See answer 7 a.

c. *What are the rostering policies that apply to all management levels in stores? e.g., Are they required to work full time, or a certain number of hours, nights, weekends etc.*

Bunnings does not have a specific 'rostering policy'. Stores are typically open from 6:30 am to 9:00 pm Monday to Friday and 7 am to 7 pm on weekends. Team are asked to nominate their availability during the recruitment process and this information is stored in the rostering system.

### What this topic is about:

- The BFLEX and flexible work arrangements policy (Policy) details Bunnings' flexible work principles and requirements
- The Policy provides all team members with guidance on their roles and responsibilities in applying and seeking approval for flexible work, while balancing the need for business continuity
- Flexible work can be used to support team members who are managing work and personal commitments, and more broadly can be used to keep the team safe, healthy and engaged
- Team members have two main options to work flexibly; these are:
  - Making a Bunnings flexibility (BFLEX) request; and/or
  - Making a formal request for flexible work arrangements (FWA) – subject to specific legislative requirements

### This topic applies to:

- Every Bunnings team member in Australia including casual, part-time, full-time and salaried team as well as contractors who work in a store support office, is covered by this policy
- For store support team members — including leaders, this policy should be read in conjunction with the [Ways of working framework – flexible working at store support FAQ](#), which sets out Bunnings' guiding principles for working flexibly
- This policy may be subject to change and its application and continuation will be at the discretion of Bunnings. This policy applies from the date of implementation

### Definitions:

- **BFLEX** is an informal flexible work agreement which can take a variety of forms. While informal, a BFLEX arrangement must meet the needs of the both the business as well as the team member. BFLEX may be short or long term:
  - Short term BFLEX arrangements may be more ad-hoc/temporary in nature to support the team member, for example, with changes to start or finish times to accommodate personal commitments outside of work from time to time; or
  - Long term may be on a more regular basis and may require a change in roster or change in contract conditions
- Further details regarding BFLEX can be found on page 2 of this policy, and in the [BFLEX leader's guidelines 4313](#).
- **FWA** requests are made according to the terms in the Fair Work Act 2009 (Act). Key eligibility requirements must be met in order to request FWA, and team members making the request for FWA must do so in writing. Similarly, Bunnings must consider the request and respond in writing. Details of these requirements can be found on page 3 and 4 of this policy.
- In this Policy, the terms 'business continuity', 'operational requirements' and 'needs of the business' include — but are not limited to, the following considerations:
  - impact on other team members within your work location;
  - reasonableness of the request;
  - opportunity to organise team member's roles and responsibilities amongst other team members;
  - opportunity to redesign the role if the request is long term,
  - ensuring the needs of our customers and business objectives are met.

### BFLEX options:

Under this Policy, team members may request BFLEX arrangements to be considered by their leader. The process to request, implement and record BFLEX can be less formal than those required for FWA.

Team members who are eligible and can apply for FWA may also apply for BFLEX, depending on their individual circumstances and the needs of the business.

# Bunnings

There are many BFLEX options to support team members to work more flexibly, including but not limited to:

## BFLEX job sharing

- When more than one person completes a job equivalent to a full-time workload — for example one team member works two days per week and another team member works three days per week to complete the requirements of what would otherwise be a full-time role.
- Job sharing could work, for example, for a full-time 38 hour per week store team member who temporarily reduces their working hours to 20 hours per week by sharing the remainder of their contract with another team member.
- Job sharing could work in order to:
  - accommodate carers responsibilities for children or elderly parents; or
  - help with the management of health conditions; or
  - return to study

## BFLEX part time or a reduction in hours

- When a team member works less than their full-time equivalent role on a temporary or permanent basis. Team members will be paid and accrue entitlements such as annual leave, at a pro-rata rate.
- Examples of BFLEX part time includes:
  - a full-time store team member who normally works 38 hours per week, who reduces their contracted hours temporarily to 28 hours per week in order to spend more time looking after their child before and after school
  - a full-time store support team member who normally works 40 hours per week, permanently shifts to a 32 hour per week part-time contract to allow them to transition to retirement

## BFLEX compressed working week

- A compressed work week occurs when a team member compresses their weekly working hours into a fewer number of days.
- Team members covered by an enterprise agreement (EA) may also apply to work a compressed working week. Any hours worked under a compressed working week arrangement must comply with the rostering rules in the relevant EA.
- Examples of a compressed working week include but are not limited to:
  - a full-time store support team member who normally works 40 hours per week, from Monday to Friday, compresses their hours of work to 10 hours per day, Monday to Thursday
    - or
  - a part-time store team member who normally works 16 hours per week across Saturday, Sunday, Monday and Tuesday compresses their hours of work to eight hours per day on Saturday and Sunday
- Team members who wish to consider working a compressed week must also consider how this could impact customers or suppliers, reporting, other operational needs of the business as well as other team members.
- Store support team and operations leaders may be required to work reasonable additional hours above their contract from time to time. When considering a request for a compressed working week, Bunnings will need to assess if and how additional hours can be managed and supported.

## BFLEX work location

- Flexible work location is when work is performed outside of the traditional work or office location.
- Some roles at Bunnings are highly suited to a flexible work location, while others are location dependent and cannot be performed from anywhere else.
- Team members and leaders can consider the suitability of flexible work location arrangements, depending on the requirements of the role, the circumstances of the team member and work location, and any health and safety considerations.
- Examples of a BFLEX work location includes:

## Bunnings

- A support leader who works from a store close to home on Thursday and Friday on a permanent basis
  - or
  - A store leader who completes their rostering from home for a couple of hours on an ad-hoc basis, before coming into their store
- During COVID-19, it is important where possible given business, health and safety requirements, to support the effort to maintain social distance and reduce the risk of transmission. Store support team members may be required to work from home as directed to support these measures.
- Refer to the [Bunnings remote working guidelines 4311](#) for information on implementing and sustaining safe and productive remote working arrangements.

### BFLEX family

- Provides parental leave — which includes adoption leave, for parents
- Refer to the [Parental leave policy 2605](#) for further details.

### BFLEX starting and finishing times

- BFLEX start and finish times is when a team member's usual hours of work are staggered or shifted forward or backward or otherwise rearranged throughout the working day, on a temporary or permanent basis
- Some scenarios where this may be requested might be to accommodate child minding arrangements, school drop-off and pick-up, avoiding peak hour traffic, personal preference of working hours or for personal appointments within work hours.
- An example of BFLEX starting and finishing times includes but is not limited to:
  - a part-time store team member whose regular shift is 7:00am – 2:30pm, Monday, Tuesday and Saturday, shifts their start time back so they work 9:00am – 4:30pm on Monday and Tuesday in order to provide before school care for their child

### Flexible working arrangements options:

- Under the Act, FWA can be requested by a team member if they:
  - have parental or carers responsibilities of a school age child or younger, or a child with a disability up to the age of 18; or of another person — such as a parent, spouse, domestic partner, relative or friend, who is dependent on the team member for care
  - are 55 years of age or older
  - have a disability
  - are experiencing violence from a member of their family or provides care or support to a member of their immediate family or household because they are experiencing violence from the member's family
- Where a team member makes a request for FWA, it should be made in writing – see the [Flexible work arrangement form \(Form\)](#) at the end of this Policy.
- Further information on making and responding to FWA requests can be found from page 4 of this policy.

### Team member responsibilities

- Team members requesting BFLEX need to:
  - read this Policy and understand their role in the process
  - be flexible in their approach when making their request
  - consider business operational requirements, current work location and circumstances and be prepared with a number of suggestions and scenarios on how their request can be implemented
  - come prepared to discuss their arrangement with their leader
  - consider how their team, customers, suppliers and other team members can be supported
  - meet with their leader to discuss their request
- Team members making FWA requests also need to:

# Bunnings

- consider which category — carer, over 55, living with a disability etc.; best describes their situation
- explain what changes to their current working arrangements they are seeking as well as the reasons for the request — for example starting an hour later in order to drop a school age child off at school
- complete a form or outline their request in writing, and submit this to their leader for consideration

## Leader responsibilities

- Leaders have the responsibility to:
  - read the [BFLEX leader's guideline 4313](#) and this Policy, and understand what their role is in the process
  - understand the different requirements when responding to BFLEX requests and FWA — for example responding to FWA requests within 21 days, ensuring the response is in writing etc.
  - ask their local human resources (HR) team for support in understanding their responsibilities, and guidance on responding to applications for BFLEX or FWA
  - meet with the team member to go through the FWA or BFLEX request with an open mind
  - be flexible in their approach when considering the request
  - consider business requirements, circumstances of the current work location and the suggestions and scenarios the team member puts forward on how the FWA or BFLEX request can be considered and implemented within the team and work location
  - consider how the wider team, customers, suppliers and other team members can be supported
  - treat sensitively and in a confidential manner any information which is disclosed during discussions with their team members
  - agree with the team member on who needs to be informed of any changes, and how this communication is going to occur

## Making a decision

### For BFLEX requests:

- Team members and leaders can verbally or informally agree and implement BFLEX requests
- It is important that team members and leader continue to hold regular discussions and reviews to ensure that the arrangement is working for both the team member and Bunnings
- Leaders should consider the following when deciding whether to formalise a BFLEX arrangement.
  - Length of the arrangement — short or long term, including any trial periods
  - Whether the arrangement is temporary or permanent
  - Whether the arrangement substantially alters the characteristics of the team member's role — for example job sharing, change in remuneration
  - Whether the arrangement is likely to impact on the normal operations of the team, department or business
  - If there is a significant cost associated with implementing or sustaining the arrangement
- Where the leader agrees to a BLEX or FWA arrangement, it does not become a term of the employment contract, except where a new contract is entered in to — where there is a change in contracted hours.
- Bunnings may propose a variation or cease a BFLEX or FWA with notice if, following a reasonable review, it considers that the arrangement is not optimal or operationally viable.

### For FWA requests

- Requests must be made in writing, or by completing and submitting a [Form](#) — see attached to this Policy
- Once the team member has submitted their request or Form, the leader and team member meet to discuss the request, and can agree to the request in full, negotiate and suggest alternatives, or decline the request.

# Bunnings

- A formal written response must be provided to the team member within 21 days of receiving the request. This response can be captured on the team member's Form, or otherwise in writing.
- If an agreement can be reached, confirmation should be captured in writing or on the Form and placed on the team member's personnel file
- The FWA can then be implemented. Leaders and team members should schedule regular reviews of FWAs to ensure they continue meeting the needs of the team member and business
- If alternative arrangements are suggested, these should be captured on the Form or in writing and provided to the team member to consider and respond to
- If agreement can't be reached, then the decision and the reasons for this should be detailed on the Form or in writing, and provided to the team member
  - the response should give reasons for the decision, including the business grounds for the decision and how those grounds apply.
  - valid grounds for refusal include:
    - working arrangements of other team members cannot be changed to accommodate the arrangement
    - new team members would need to be recruited as a result of the request
    - productivity and/or customer service would be significantly impacted
    - the cost to implement the request is unreasonable

## Reviewing a decision

From time to time, a decision will be made which team members may not agree with. Team members have the right to request that a decision is reviewed:

- For operations team members covered by an enterprise agreement (Agreement), this can be done via the dispute resolution procedure outlined in the applicable Agreement
- For store support team members and store leaders, this can be done by requesting a review by their one-up line leader, or with the assistance of HR

## Contacts:

### Leader

- First point of contact for team members to discuss and apply for BLEX or FWA

### Human Resources

- Can provide advice and guidance for both team members and leaders on completing and responding to requests
- Can assist with correspondence forwarded to team members in response to a request for flexible working arrangements in accordance with this policy, in the applicable state

### Payroll

- For FWAs, a copy of the team member's written request and Bunnings' written response are to be uploaded to the team member's Workday profile for record keeping

<b>Where to find this topic under About Bunnings &gt; Policies and Procedures:</b> Bunnings Group policies > Human Resources –	
<b>This topic applies to:</b> All team members	<b>Forms or other documents you may need:</b> <a href="#">BFLEX leader's guidelines 4313</a> <a href="#">Ways of working framework flexible working FAQ</a>
<b>And is actioned</b> When required	<b>These topics are relevant to this process:</b> <a href="#">Parental leave policy 2605</a> <a href="#">Bunnings remote working guidelines 4311</a>

Last Updated: 06-JUL-2021

Topic ID: 4312

Team member name: \_\_\_\_\_

Location: \_\_\_\_\_

Team member number: \_\_\_\_\_

Date: \_\_\_\_\_

*Please ensure you have read and understood the BFLEX and Flexible Work Arrangements Policy, and are aware of the requirements associated with making a Flexible Work Arrangements request*

I am requesting a (please tick one):

Long term change in my work arrangements

From \_\_\_\_\_ (date) to \_\_\_\_\_ (date)

or

Short term change in my work arrangements

From \_\_\_\_\_ (date) to \_\_\_\_\_ (date)

I am requesting the following Flexible Work Arrangement/s (please describe in detail):

The following circumstances which I wish to be taken into consideration when assessing my request are (please describe in detail):

Proposed start date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Review period dates \_\_\_\_\_

# Bunnings

## Proposed change of work details

WEEK A	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Location							
Start time							
End time							
Hours inclusive of lunch break							

WEEK B	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Location							
Start time							
End time							
Hours inclusive of lunch break							

I have thought about how the arrangement can work for myself, the business, suppliers, customers and my team (please describe these in detail):

Team member's signature \_\_\_\_\_

Date \_\_\_\_\_

**Bunnings**

## Leader's response to FWA proposal

Leader's Signature

---

Page 10 of 10

Date

---

Digitized by srujanika@gmail.com

Approved / Declined / Alternative Arrangements (please circle as applicable)

Please provide detailed reason/s for the decision and propose alternative arrangements (if applicable)

---

---

---

---

---

---

Please upload the completed form to the team member's Workday profile for document archiving.

### What this topic is about:

Bunnings aims to support and treat all team members who are parents, regardless of their gender, in a fair and equitable manner.

This Policy outlines the benefits Bunnings provides to team members in relation to parental leave (including during pregnancy and adoption or surrogacy arrangements where the team member is the intended parent of the child), regardless of the team member's gender.

The types of parental leave and other benefits covered by this Policy include:

1. Unpaid parental leave as set out in the National Employment Standards (**NES**) under the Fair Work Act 2009;
2. Bunnings Paid Parental Leave (**BPPL**);
3. The Government Paid Parental Leave Scheme administered by the Australian Government Department of Human Services; and
4. Other benefits relating to parental leave such as special maternity leave, transfer to a safe job, no safe job leave, compassionate leave and keeping in touch days.

This Policy also explains how team members can apply for parental leave and obtain further support where needed.

### The business rules for this are:

#### Unpaid Parental Leave:

##### Eligibility

To be eligible for 12 months unpaid parental leave under the NES, prior to the:

- a) date of adoption placement (of a child under 16 years of age), or
- b) before the expected date of birth of the child (including through recipient surrogacy arrangements)

the following requirements need to be met:

- Full-time and part-time team members are required to have completed at least 12 months continuous service.
- Casual team members are required to have a reasonable expectation of continuing employment on a regular and systematic basis and have completed at least 12 months of continuous service.

Where a team member is not eligible for unpaid parental leave under the NES, the team member will only be entitled to take unpaid parental leave upon written agreement with Bunnings that is reached at least four weeks in advance.

##### Entitlement

Team members are entitled to 52 weeks of unpaid parental leave where the leave is associated with the birth of a child of the team member or the team member's spouse or partner or the placement of a child with the team member for adoption (including through surrogacy arrangements) and the team member has or will have a responsibility for the care of the child.

Team members who are pregnant may commence unpaid parental leave up to six weeks before the expected due date. Where a team member is not pregnant the period of unpaid parental leave must commence on the date of birth of the child or the date of placement of the child (in the case of adoption or surrogacy).

Where both parents are employed by Bunnings they are both entitled to take 52 weeks of unpaid parental leave, provided their total combined leave does not exceed 104 weeks and the leave is continuous.

# Bunnings

Eligible team members are entitled to request an extension to their unpaid parental leave of up to a further 52 weeks following the end of their original unpaid parental leave period:

- Requests for extension must be made in writing at least four weeks before the end of the original planned parental leave period.
- Approval of requests for additional leave will be subject to reasonable business grounds and provided in writing to the team member within 21 days of the request being made.
- The maximum amount of parental leave (including any extensions) that can be taken by a team member is 104 weeks, or until the child's/ren second birthday.

While taking a period of unpaid parental leave:

- long service leave will continue accruing during the initial 52 weeks of unpaid parental leave;
- long service leave will cease accruing after the initial 52 weeks of unpaid parental leave, but the team member's continuity of service will not be broken; and
- annual leave and personal leave entitlements will not accrue.

## Process

Team members wishing to take unpaid parental leave will need to complete the Parental Leave Form (at the end of this Policy) and provide a doctor's certificate (confirming the expected due date of the child) or supporting information regarding the date of adoption or being a surrogacy recipient and upload onto Workday under 'Absences'.

The team member:

- will need to provide written notice at least 10 weeks before taking unpaid parental leave including, completing the Parental Leave Form with start and return dates and a medical certificate is required. Casual team members even though not entitled to paid parental leave or superannuation payments still need to complete a parental leave form to be taken off the system as an active team member with applicable start and return dates;
- who is pregnant may work until the expected date of birth of her child. However, those who wish to work in the last six weeks of their pregnancy may be required to provide Bunnings with a medical certificate confirming that they are fit to work;
- will need to agree with their leader the type and frequency of contact wanting to be maintained with Bunnings during parental leave; and

## **Bunnings Paid Parental Leave**

### Eligibility

Bunnings Paid Parental Leave (**BPPL**) is available to all parents who are:

- a) permanent full-time and part-time team members; and
- b) have completed at least 12 months' continuous service before the date that they become the child's carer.

Casual team members are not eligible for BPPL.

Team members are entitled to take BPPL where the leave is associated with the birth of a child of the team member or the team member's spouse or partner or the placement of a child with the team member for adoption or through a surrogacy arrangement.

### Entitlement

Bunnings offers 12 weeks' BPPL to all eligible team members. Access to BPPL provides team members with financial and emotional stability and allows them to make choices for the health and wellbeing of their whole family. A discussion will need to occur between the team member and their leader so BPPL can be planned.

# Bunnings

## *Primary care giver entitlement*

BPPL provides 12 weeks paid parental leave to the primary carer, which is paid at the commencement of the team member's parental leave. BPPL can be paid at half pay, full pay or a lump sum and will be calculated on the team member's base rate of pay.

The primary carer is defined as the parent who opts to be the primary person responsible for the care of the child after the birth or adoption and will have responsibility for the child on an ongoing and continuous basis throughout the majority period of paid parental leave. This means the other parent isn't at home when parental leave is taken. Team members may be required to provide evidence that they will be the primary care giver for the child. Parental leave must be taken in one unbroken/continuous period

An eligible team member's pay during BPPL will be determined by reference to their contracted hours of work prior to commencing parental leave. If a team member's doctor has specified that reduced hours of work or duties were required during pregnancy, the team member's pay during BPPL will be calculated based on the team member's contracted permanent part-time or full-time ordinary rate of pay and hours, not the reduced rate or hours. This information needs to be communicated to payroll otherwise the reduced hours payments will be made.

While taking a period of BPPL:

- team members are entitled to apply for a period of annual leave or long service leave that will be taken in addition to the period of BPPL;
- team members are not entitled to take paid personal / carer's leave or compassionate leave;
- team members are not entitled to access paid community service leave;
- if the period of BPPL includes a day or part-day that is a public holiday to which the team member is entitled, the team member will not be on BPPL on that public holiday; and
- team members will continue to accrue annual leave, personal / carer's leave and long service leave.

Any BPPL or other type of paid leave taken during a period of unpaid parental leave under the NES will be concurrent and will not extend the period of unpaid parental leave.

## *Non-primary care giver entitlement*

The non-primary carer is a team member whose partner has the responsibility for being the primary carer.

Eligible team members who are non-primary carers are entitled to up to two weeks paid parental leave that can be taken at the time of the placement of a child for adoption (or through a surrogacy arrangement), the birth of the child or when the child returns home.

Non-primary carers can take paid parental leave at full or half pay; this would then allow the non-primary carer to take four weeks leave at half pay.

Where a team member takes two weeks paid parental leave as the non-primary carer, this will reduce the number of BPPL weeks available to the team member should they change from the non-primary carer to primary carer.

## *Changing from non-primary carer to primary carer*

Non-primary carers who later decide to become a primary carer of a child are entitled to an additional period of BPPL up to a maximum of 12 weeks less any BPPL already taken

## *Payment of Leave*

BPPL payments will be made on the usual pay dates and team members that are eligible for BPPL who also take additional unpaid parental leave can elect to be paid at their full pay rate or for twice as long at half pay.

**For example:** if a team member is planning to take 12 months parental leave, as a combination of paid and unpaid parental leave, can elect to have their 12 weeks' BPPL paid at half pay over 24 weeks.

## Process

To access BPPL, all Bunnings team members must complete the Parental Leave Form. The Form must be uploaded to Workday and the following must be provided:

# Bunnings

- if prior to the birth date of the child, a medical certificate stating the expected birth date of the child; or
- if on or after the birth date of the child, a birth certificate; or
- relevant documentation of the adoption placement or surrogacy.

Please email Payroll Services if you would like your parental leave paid as a lump sum as this request is not available through Workday.

See the Q&A's at the end of this Policy on how to access BPPL or contact your regional HR team for more information on any of the rules in this Policy.

## **Government paid parental leave scheme:**

In addition to BPPL, team members may be eligible for government-funded parental leave pay at minimum wage in accordance with the Government Paid Parental Leave Scheme. Payments made under the Government Paid Parental Leave Scheme do not replace paid parental leave from Bunnings. Team members wishing to access the Government Paid Parental Leave Scheme should contact the Department of Human Services to determine their eligibility under the scheme. Due to delays in Bunnings receiving payments from the Department of Human Service, payments may be paid in lump sums. Payments will be made in normal pay cycles as they are received.

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/parental-leave-pay>

Government Paid Parental Leave called the "Dad and Partner Pay" is also available to eligible working dads or partners, helping them to take time off work to bond with their new baby, share experiences as a family, and to support mums or partners during this time. These payments are paid directly from the Government, not through Bunnings. Team members need to take leave without pay while they are receiving these payments. For more information refer to the Department of Human Services website:

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/dad-and-partner-pay>

Team members who earn in excess of the income threshold (determined by the Government) and are ineligible to receive Government Paid Parental Leave Scheme will be paid the equivalent amount by Bunnings. This will be paid subject to all other qualifying entitlements of the Government Paid Parental Leave Scheme being met.

## **Other benefits**

### Superannuation while on parental leave

Team members on unpaid parental leave will be paid superannuation contributions from Bunnings to a maximum of nine months. Contributions are based on the minimum superannuation contribution required as under the current superannuation legislation.

Team members on BPPL will be paid superannuation payments monthly and based on the team member's current contracted hours.

### Time off for adoption interviews or examinations

Under the NES, a team member may take up to two days' unpaid pre-adoption leave. Team members must provide notice of the leave as soon as practicable. The notice must include details of the period, or expected period, of the leave.

A team member may elect to take some other form of leave instead of unpaid leave if available. Where a team member needs more than two days' pre-adoption leave, they should discuss their requirements with their leader.

Bunnings may allow team members to use personal/carer's leave to attend antenatal appointments if they aren't able to be scheduled out of work hours. Appointment times and the availability of leave should be discussed with the team member's leader.

### Leave for pregnancy-related illness

Under the NES, if a team member experiences a pregnancy related illness, they can access unpaid 'special maternity leave' for the period their treating doctor certifies is necessary.

The team member must make a special maternity leave application. The application must advise Bunnings of the period, or expected period, of the leave and be provided as soon as practicable, accompanied with a medical certificate.

# Bunnings

If a team member has an ordinary illness during their pregnancy, they may access their ordinary personal/carer's leave entitlements.

## Safe Job

If a pregnant team member is fit for work but it is inadvisable for them to continue their present job because of illness or conditions arising out of the pregnancy or hazards connected to their position, there is an entitlement to be transferred to a 'safe job' in accordance with the NES.

## Support in the event of stillbirth, infant death or miscarriage

In the tragic circumstances that a team member's child is stillborn (from 20 weeks gestation) or passes away after a team member has started parental leave, team members are entitled to parental leave (including paid parental leave and unpaid parental leave where eligible) and 2 days of paid compassionate leave. If the team member would like to return to work earlier, they will need to contact their leader to organise return to work arrangements.

Where a team member or their partner experience a miscarriage (before 20 weeks gestation), they are also entitled to 2 days of paid compassionate leave.

The Employee Assistance Program (**EAP**) which is a free, confidential counselling service is available to team members and their family if they experience stillbirth, infant death or miscarriage (contact details can be provided by a leader).

## Keeping in Touch (KIT) days

KIT days allow team members who are on unpaid parental leave to go back to work for a few days. It's a good way to stay in touch with the team and what's been going on at Bunnings while the team member is on parental leave. It also assists team members return to work after parental leave. KIT days may include attending team planning days, training, attending a conference, Field days, Expo day or another team activity.

KIT days need to be planned for and mutually agreed to by the team member and their line manager prior to taking them. Team members don't have to use KIT days if they do not wish to.

Arrangements for KIT days should be agreed between the leader and team member prior to the team member starting parental leave.

Where a team member has a KIT day, the time they mutually agree to attend the workplace or work activity is worked time and the team member will receive their normal wage for each KIT day or part day.

A team member on unpaid parental leave can have up to 10 KIT days within 52 weeks. If a team member extends their unpaid parental leave beyond 52 weeks they can take 10 additional KIT days. KIT days can be worked as a part day (e.g. a few hours), 1 single day, a few consecutive days at a time or all at once. Leaders and team members will have to monitor the days taken.

### *Example*

James is about to take 12 months' unpaid parental leave to look after his newly adopted daughter. During this time, he decides he would like to work some shifts so he can see his colleagues and keep in touch with the store.

James speaks to his leader. They agree that working the occasional shift would be a good way for James to keep in touch with the store and to support his transition back to work after his period of parental leave ends. James can work up to 10 KIT days during his 12 months' leave and will be paid his usual wages for those shifts.

James and his leader agree that James will come in for a KIT day once every three months for the duration of his parental leave.

**Note:** The Government Paid Parental Leave Scheme has restrictions around team members undertaking work. If team members are eligible for the Government Scheme, it is the team member's responsibility to ensure they comply with the rules set by the Government.

## **Returning to work**

Team members need to contact their leader at least four weeks prior to the expiry of parental leave to discuss their return. The more notice provided the more the return to work period transition can be supported.

On return from parental leave team members are entitled to:

- The team member's pre-parental leave position they held immediately before parental leave commenced; or

# Bunnings

- Where the pre-parental leave position no longer exists, to a position for which the team member is qualified and suited on the same terms (i.e. rate of pay, full time or casual).

If a team member's position no longer exists following a period of parental leave, they are entitled to any vacant position which they are qualified or suitable for, that is as near to equal pay and status of their pre-parental leave position as possible.

Team members wanting to return to work flexibly by reducing their hours need to consult with their leader as soon as possible. It is best for team members to start discussions with their leader prior to going on parental leave if the team member is wanting this. The more notice, the more time the leaders has to consider and accommodate the team member's request. Team members who are seeking flexible work may want to consider all options including, a graduated return back to work, varying start and finish times, job share arrangements or reduced hours. Refer to the BFLEX and Flexible Work Arrangements Policy on the intranet.

For any subsequent pregnancies or adoptions team members will need to return to work for a minimum of six months' continuous permanent service prior to taking BPPL again.

## Other matters

### Company Property

All company property should be returned prior to going on parental leave, including laptops, mobile phones and tool of trade vehicles. Team members are entitled to keep and continue using their discount card and spouse card for the duration of parental leave.

### Short-Term Incentive

Team members eligible for a Short-Term Incentive (**STI**) will be paid on a pro rata basis linked to performance according to time worked during the financial year to recognise their performance. STIs are paid at the absolute discretion of the Bunnings Managing Director.

During parental leave eligible team members may receive an invitation to participate in Wesfarmers Employee Share Acquisition Plan (WESAP). For further details please refer to the relevant WESAP handbook on the intranet.

### Deductions

If a team member has deductions in place (for example, novated lease or private health insurance deductions) they should contact the providers to work out appropriate arrangements, as payments do not come out during unpaid leave. Arrangements should be made by the team member to have payments made directly to the providers or any other external deductions. While on parental leave if a team member works for another company, they will need to seek approval to ensure there is no conflict of interest.

## Leader responsibilities

Leaders need to ensure:

- team members' leave applications comply with the Policy rules and are approved prior to leave being taken. Casual team members, even though not entitled to paid parental leave or superannuation payments, still need to apply for unpaid parental leave in Workday complete a parental leave form to be taken off the system as an active team member with applicable start and return dates and a medical certificate stating the team member is pregnant, or relevant documentation for adoption or surrogacy;
- all team members requesting paid parental leave complete the Parental Leave Form at the end of this document with a medical certificate of the child's due date, birth certificate after the child is born or documentation for adoption or surrogacy. All team members, regardless of whether they have given birth to the child, need to complete the Parental Leave Form for the leave dates that are taken;
- team members are invited to team events and celebrations in store. Team members should be sent relevant emails while on parental leave;
- where a team members position needs to be filled for the period of parental leave, how this will occur and when. Replacement team members are engaged for a specified period, according to the period of parental leave. The team member's position may be filled on a temporary basis for the period that they are on parental leave;
- if they haven't heard from a team member four weeks prior to their return date, they contact the team member to discuss return to work arrangements. Organise a time for the team member to come in to discuss reorientation, days and hours they are wanting to work upon return and how this can be supported and anything else they may need; and
- a buddy is appointed to support transition back to work. Leaders should also ensure any outstanding or new training programs are completed by the team member when they return. Remember this

# Bunnings

team member has been out of the business and may need some time to become familiar with what has occurred in the business during this time.

<b>Where to find this topic under About Bunnings &gt; Policies and resources:</b> Bunnings group procedures > Human Resources Stores policies and procedures > Payroll and scheduling> General	
<b>This topic applies to:</b> All team members	<b>Forms or other documents you may need:</b>
<b>And is actioned</b> When required	<b>These topics are relevant to this process:</b> <a href="#">Application form for parental leave</a> <a href="#">Extension of parental leave</a>

# Bunnings

## Bunnings paid parental leave - questions and answers

### Question 1

I am 7 months pregnant and considering my leave options. I want to take 12 weeks Bunnings Paid Parental Leave and then a further 9 months of unpaid parental leave. What are my entitlements?

#### Answer:

Eligible team members are entitled to be paid 12 weeks paid parental leave which will be paid at full pay. The additional 9 months is unpaid parental leave (where eligible) although superannuation contributions will be paid during this period.

### Question 2

I want to take 9 months parental leave after the birth of my child. I would like to be paid at half pay for 24 weeks instead of 12 weeks at full pay. Can I do this?

#### Answer:

Yes, eligible team members can be paid BPPL at half pay for 24 weeks. This can be indicated on the Parental Leave Form as a preference. This option is available to team members who are taking a combination of paid and unpaid parental leave. A team member can also contact Department of Human Services/Centrelink to see if they are entitled to take any Government paid parental leave.

### Question 3

My partner is due to have our child in the coming weeks. I am considering how I can take my 12 weeks paid parental leave. I am hoping to take two weeks paid parental leave to support my partner at time of the birth as well as to look after my other two children. Can I take the other ten weeks at a later time when my partner returns to work?

#### Answer:

This is a great example of a scenario of how an eligible team member can split 12 weeks paid parental leave to support their family and their partner's transition back to work. The additional ten weeks of Parental Leave can be taken later where the team member transitions to being primary carer, up to the child's second birthday.

Team members need to discuss with their leader prior to considering when parental leave is taken and will be managed so the team member is supported as well as meeting business requirements.

### Question 4

My partner and I both work for Bunnings. Are we both entitled to 12 weeks Bunnings Paid Parental Leave?

#### Answer:

Yes, if both parents work for Bunnings, they are both entitled to be paid 12 weeks' paid parental leave. Two weeks BPPL can be taken at the same time, 10 weeks BPPL can be taken at a later date as the primary carer up until the child's second birthday.

### Question 5

My partner is due to have a child in the coming months. How do I apply for Bunnings Paid Parental Leave (**BPPL**) on Workday?

#### Answer:

There is a 'Parental Leave Form', at the end of this document to be completed by all team members regardless of whether they are taking only 12 weeks BPPL (or part of) or taking further unpaid parental leave.. Parental leave is applied for on Workday under 'Absence'/ select date range/ leave of absence/ type / submit. The next page is where you can identify if you are a primary or non primary carer. Please note you will need to submit separate leave requests for paid parental leave as well as unpaid parental leave,

Along with the Parental Leave Form, medical certificates or adoption/surrogacy information also need be uploaded in the 'Absence' request. Team members will still need to complete any annual leave and/or long service leave dates on the form that they are taking as well as it being entered into their rostering system for fortnightly paid team members or Workday for monthly paid team members. [Refer to the quick reference guide on Workday help for more information.](#)

# Bunnings

## Parental leave- all Australian team members

Date Updated: 04-MAR-2022

Topic ID: 2605

All team members are required to complete this form then upload the signed document and medical certificate as attachments to the 'Absence' request in Workday. Monthly paid team members will need to apply for Annual or Long Service Leave through Workday. Fortnightly and weekly paid team members will need to apply for Annual or Long Service Leave through their relevant time and attendance system (please note: Leave without Pay for greater than four weeks needs to be applied for via Workday). Refer to the quick reference guide on Workday help for more information.

Team member name	Team member number	Work location

1. **Have you been permanently employed by Bunnings for more than 12 months? YES or NO**

*(minimum of 12 months to be eligible for paid parental leave)*

2. **Expected date of birth or placement for adoption or surrogacy:** \_\_\_\_\_

3. **Last day of work prior to commencing leave:** \_\_\_\_\_

4. **Do you wish to take other leave prior to your Paid Parental Leave? YES or NO**

Leave Type	First Date of Leave	Last Date of Leave
Annual Leave		
Long Service Leave		

*\*Annual and long service leave is to be entered into either the relevant time and attendance system or Workday. Please also outline the leave on this form.*

5. **Are you the: Primary Carer  Non-Primary Carer**

*\*Primary Carer's are entitled to 12 weeks Full Pay or 24 weeks at Half Pay. Non-Primary Carers are entitled to 2 weeks at Full Pay or 4 weeks at Half Pay. Please ensure to calculate your leave dates accordingly.*

6. **Dates of Paid Parental Leave:**

*(Please note parental leave commences the day after the last day of annual leave/long service leave being taken)*

First day of paid parental leave	Last day of paid parental leave

7. **Are you taking unpaid Parental leave? YES NO \*\***

*(Casual team members are only entitled to unpaid parental leave. They are still required to complete the parental leave form and submit a doctor's certificate. \*\*If NO, please proceed to Question 8)*

First day of unpaid parental leave	Last day of unpaid parental leave

8. **First day back to work:** \_\_\_\_\_

9. **For team members applying for 12 weeks paid Primary Carers Parental Leave, how would you like to be paid? (applicable for full time and part time)**

a. **Full pay** (Please enter 12 weeks of paid parental leave) b. **Half pay** (Please enter 24 weeks of paid parental leave) c. **\*\*Lump sum** (up-front)

# Bunnings

**\*\*For lump sum please email Payroll Services if you would like your parental leave paid as a lump sum as this request is not available through Workday.**

I have attached a Doctor's certificate confirming my/my partner's pregnancy or documents for adoption/surrogacy. I declare that I will not engage in any conduct inconsistent with my contract of employment during my period of parental leave.

Team member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 10. Checklist

- Relevant section of this form completed and uploaded with medical certificate/adoption/surrogacy information\*\*into 'Workday under Absences (needed for audit purposes)
- Annual and Long Service leave entered in their rostering system for fortnightly and weekly paid TM's and Workday Details for monthly paid TM's

Date Updated: 04-MAR-2022

Topic ID: 2605

To be completed and submitted at least four weeks before the current return to work date.

Team members will be advised whether the extension of parental leave sought is approved within 21 days of the request being made. This decision is made by the line manager in accordance with the Parental Leave Policy and informed by the reasonable requirements of the business.

Team member name	Team member number	Work location

1. First date of Original Parental Leave: \_\_\_\_\_

2. Current Return to Work Date: \_\_\_\_\_

3. New Return to Work Date: \_\_\_\_\_

First day of extended parental leave	Last day of extended parental leave	Total amount of extended parental leave

I declare that I will not engage in any conduct inconsistent with my contract of employment with Bunnings during my period of parental leave.

\*Applications can be made to extend leave for up to an additional 12 months unpaid parental leave.

Team member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_