

# Parental Toolkit







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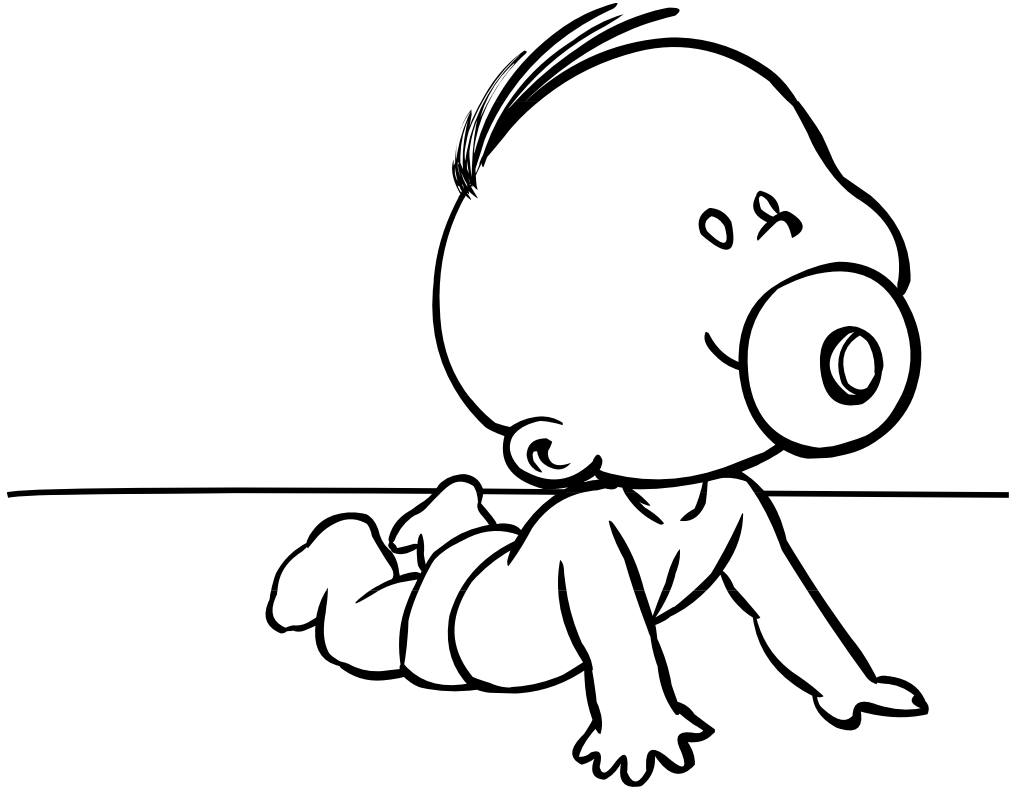
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# So you're having a baby . . . Congratulations!



**The Flight Centre Travel Group would like to congratulate you on the impending arrival of your little one!**

Parental leave enables you to take time away from your work so that you can take on the new responsibility that comes with parenthood. Becoming a parent is exciting; however, you will no doubt have several questions about your entitlements. This Parental Toolkit aims to answer your questions and help set you up for success in the future. It encompasses what we need from you as a Flight Centre Travel Group (FCTG) employee prior to taking Parental Leave, whilst you are on leave and when you start planning your return to work. There are also several resources from our internal experts like Healthwise, Moneywise and the Guidance Centre as well as others to ensure your transition to parenthood is as smooth as possible.

For more information regarding the Flight Centre Travel Group's Parental Leave Policy, please refer to policy document located on FlightDeck (Our Company > Our Policies > Leave Policies) as well as Appendix 1 of this document.

## Before Applying for Parental Leave

### Initial Steps - Where do I start?

After reviewing this Toolkit, you should have a better understanding around your entitlement to Parental Leave. If you have any questions or concerns that remain unanswered after reading through this Tool Kit, please contact your Area Leader or Careerwise Specialist for further details.

### Frequently Asked Questions (FAQ)

#### Am I eligible for parental leave with the Flight Centre Travel Group (FCTG)?

You are entitled to parental leave if you have or will have completed at least twelve months of continuous services with FCTG immediately before the expected date of the birth or placement of your child, in the case of adoption.

#### When can I start my parental leave?

You can start parental leave at any time within six weeks before the expected date of birth.

In the case of partner/primary carer/adoption leave, the period of leave commences when you take on the responsibility for the care of the child.

#### Can both parents take parental leave?

If you and your spouse are both intending on taking unpaid parental leave at the birth or adoption of a child, you must each take unpaid leave at the same time in a single continuous period. Both you and your spouse are entitled to up to 3 weeks concurrent unpaid leave at the date of birth or adoption of a child unless agreed otherwise by FCTG.

This concurrent leave must not take place before the date of birth or date of adoption, and must not end more than 3 weeks after the date of birth or date of adoption unless otherwise agreed.

The period of concurrent leave taken will be deducted from the entitlement to 52 weeks unpaid parental leave.

If your spouse is not an employee and is the initial primary caregiver for the child, you may take parental leave within 12 months of the date of birth or placement should you become the primary caregiver of the child.

#### What happens to my longevity and leave entitlements?

Taking parental leave does not break your continuity of service with FCTG. However, you will not accrue annual, personal and long service leave while you are on parental leave.

#### Can I take any accrued long service leave or annual leave prior to commencing parental leave?

You can combine parental leave with any long service and/or annual leave you are entitled to. The combined types of leave must not exceed 52 weeks or go beyond your child's first birthday.





### **Am I eligible for the Australian Government Paid Parental Leave Scheme?**

In order to be eligible, the birth mother or initial primary caregiver of an adopted child must apply for the entitlement. You must:

- Be an Australian resident,
- Have met the paid parental leave work test before the birth or adoption occurs;
- Have received an individual adjusted taxable income of \$150,000 or less in the previous financial year.

If you are eligible, you will receive payments at the level of the national minimum wage for a period up to 18 weeks. The responsibility for making a claim currently rests with you and claims must be lodged with the Family Assistance Office.

For further information, please visit [www.familyassist.gov.au/payments/family-assistance-payments/paid-parental-leave-scheme/](http://www.familyassist.gov.au/payments/family-assistance-payments/paid-parental-leave-scheme/) or call 13 6150.

## **Can I use personal leave (i.e. sick leave) as part of my parental leave?**

Personal leave cannot be used as part of parental leave.

## **Can I take leave to attend medical appointments?**

You may take personal leave to attend any required medical appointments.

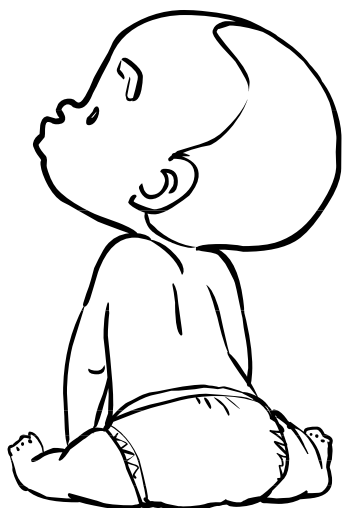
## **What does the Australian Government Paid Parental Leave Scheme entail?**

An eligible parent will receive up to 18 weeks paid parental leave, which is fully funded by the Australian Government and administered by the Family Assistance Office.

## **Can I still work from home as a home user or telecommuter?**

You cannot work as a home-user or telecommuter (either casual or part-time) AND also be paid the parental leave scheme. This paid leave is only available for the primary caregiver who is not earning any additional income. If you decide to apply to your Leader to work from home as a home user or telecommuter (either in a casual or part time capacity, or in any capacity), you must tell the Family Assistance Office of your decision to continue working. If you do not tell them and you continue to receive the paid parental leave payments, the Family Assistance Office will begin a debt recovery process to reclaim any overpaid monies.

You may, at the discretion of FCTG, be able to undertake, on a temporary basis, casual work while you are on parental leave. However, if you are in the process of obtaining the Australian Government Paid Parental Leave Scheme, you **MUST NOT** work simultaneously. Please contact FCTG Careers (Recruitment) for more information.



## **How can I keep in touch while on parental leave?**

You are encouraged to keep in touch with your Area Leader, Team Leader and colleagues to keep in the know about what is happening with the FCTG. You are welcome to attend periodic team meetings and in-house training to keep up to speed.

You will be given the opportunity to nominate the level of contact you have with the business as a preference when applying for Parental Leave.

## **Can I change the duration of my parental leave after it has started?**

Your parental leave may be extended once during the leave period, provided you give your Nation Leader four weeks' notice in writing and your leave total does not exceed 52 weeks.

If you are the birth mother and have taken the full period of parental leave, you may apply for a further period of unpaid parental leave of up to an additional 52 weeks by submitting a written request to your Nation Leader no less than 4 weeks prior to the end of your initial approved leave. Your Nation Leader will consider operational requirements and may accept or refuse the request on reasonable business grounds.

## **What if I want to go back to work?**

Outside of the 18 weeks of paid parental leave through the Australian government but still within your 52 weeks of Parental Leave with FCTG, you may be able to undertake, on a temporary basis, casual work while you are on parental leave. Please contact FCTG Careers (Recruitment) for more information.

You may request to return to your permanent role earlier than stated on your initial parental leave application. In order to do so you must notify your Area Leader in writing of your intention to return to permanent work at least 4 weeks prior to your requested date of return.

## **What if my permanent role is no longer available?**

The business may appoint another person to fill your role on a temporary basis while you are on parental leave and will work to return you to same position on your return from parental leave. However, there are instances where your original role may no longer be available (i.e; the role has been made redundant). In the event your original role is no longer available, the business will make every effort to find you a reasonable alternative role (in terms of earning potential, responsibilities and location).

# Business Leader: Parental Leave Factsheet

## Employee:

To assist in planning your Parental Leave, organise a time for you and your leader to discuss your period of leave so that it works best for everyone.

## Business Leader:

FCTG employees are eligible for Parental Leave if they have completed at least 12 months of continuous service with FCTG as at the expected date of birth, or the expected placement date of the child in the case of adoption.

### Your team member is entitled to take the following Parental Leave depending upon their personal circumstances:

As the primary caregiver, they will be entitled to take up to 52 weeks of unpaid parental leave.

OR

Unpaid Paternity leave of up to two weeks if they are taking the leave at the same time as their partner who will be the child's primary caregiver.

- Please note: a previous period of Parental Leave does not impact your team member's eligibility for another parental leave period.

### Other types of leave may be accessed by your team member in the lead-up to the birth or the placement of an adopted child. For example:

Personal leave may be used in order to attend pre-natal and specialist appointments (Please note: access to paid personal leave is suspended upon the birth of the child).

Annual or Long Service Leave may be used immediately prior to the commencement of Parental Leave (Please note: the total amount of leave taken, including unpaid Parental Leave, must not exceed 52 weeks).

In the case of adoption, a team member may take up to two days of unpaid pre-adoption leave to attend interviews or examinations.

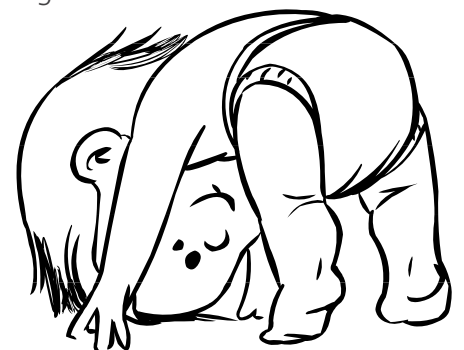
### Looking to the future, things to consider:

Your team member is entitled to return to FCTG from Parental Leave in the same capacity as they left, and in a role that is comparable. For example: A full-time employee is entitled to return as a full-time employee. A part-time employee working 0.6 full-time equivalent (FTE) hours is entitled to return as a part-time employee on the same FTE.

Your team member is entitled to request a change in their working arrangements to care for their child. They should make this request in writing to the Nation Leader no less than four weeks before the end of their Parental Leave period. Options to consider include:

- Home-user (attached to a specific retail/front end business on a casual basis)
- Telecommuter (corporate or support employee who works remotely)
- Temp staff member (in-store, across a range of businesses on a casual basis)
- Part-time (permanent team member)

Your Area Leader and your state's Careers team can assist with opportunities in these areas. A request to return to work on other than a full-time basis may not be able to be accommodated and may be declined on reasonable business grounds.





## For the employee

When are you or your partner due to give birth OR when does the adoption take place? If you are the birth mother, how long before the birth do you wish to take leave?

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## For the team leader

What temporary staffing solutions have you organised in your parental leaver's absence? Please get in touch with your Area Leader, Recruitment or HR for advice if you are unsure.

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What other leave entitlements do you have owing that you would like to use in conjunction with your Parental Leave?

**Annual Leave Days:** .....

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**Long Service Leave Days:** .....

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After discussing the level of contact your team member is comfortable with while they are away, how are you and your team going to keep in touch with them?

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What involvement with the FCTG business do you envision whilst you were on Parental Leave? Do you want to attend social functions, training and/or team meetings? Are there any casual (temp) assignments you want to consider during your Parental Leave period once your Australian Government Paid Parental Leave ceases?

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At this initial stage, what options does your team member have to consider when looking to return to work after their parental leave (i.e. part time, home-user, telecommuter, etc.)? Start this discussion now so you have a clear discussion well in advance of their return to work.

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# Parental Leave Application Process

## Step 1

Complete this Parental Leave Tool Kit with your Leader

## Step 2

Complete the Online Parental Leave Registration

Flight Deck --> How To... --> Apply For... --> Parental Leave

## Step 3

Complete the Paymatters Parental Leave Application Form.

Scan/fax the completed copy through to Paymatters.

## Prior to taking Parental Leave:

- Discuss the management of your workload (i.e; client base, account portfolio, etc) while you are away on Parental Leave with your Team Leader and Area Leader.
- Confirm with your Team or Area Leader your attendance at FCTG events occurring once your leave has commenced.
- Register on the FCTG Careers Intranet site ([www.au.fcjobs.net/jobseeker/sessions/new](http://www.au.fcjobs.net/jobseeker/sessions/new)) for Job Alerts to be sent to your home email address.

Please note: That if you go on extended leave (including parental leave), you have one month to use your Perks Rewards points. Thirty (30) days after going on Parental Leave, your account will be closed.

**Submissions:** Paymatters, Level 4, 545 Queen Street, Brisbane Qld 4000

The Parental Leave application form on page 11 must be scanned or faxed through to your Paymatters representative. You can find their contact details by visiting:

FlightDeck > Finance > Finance Teams > Paymatters > Paymatters Contacts

## Maternity & Paternity Leave Form

- SUBMIT THIS FORM AT LEAST 4 WEEKS PRIOR TO YOUR FIRST DAY OF LEAVE
- YOUR APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:
  - Certificate from registered medical practitioner confirming you are pregnant;
  - Your estimated time of hospital stay;
  - A Statutory Declaration stating the particulars of any period of Paternity Leave that your spouse is taking; and Registration #
  - That for the period of Maternity Leave you will not engage in any conduct inconsistent with your contract of employment
  - Long Service Leave requests must include notice of your previous 12 months incentives & bonuses earned. Contact your FCTG Accountant.

### OFFICE USE ONLY

Registration #  
M

### 1. Business details:

Name \_\_\_\_\_ Brand \_\_\_\_\_  
 Team leader \_\_\_\_\_ Nation \_\_\_\_\_  
 T3 code \_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_ Payroll consultant \_\_\_\_\_  
 Phone no. \_\_\_\_\_ Fax no. \_\_\_\_\_

### 2. Employee details:

Employee t4 no. \_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_ Home email \_\_\_\_\_  
 Title: mr / mrs / ms / miss \_\_\_\_\_ Work email \_\_\_\_\_  
 Surname \_\_\_\_\_ Home phone \_\_\_\_\_  
 Given names \_\_\_\_\_ Mobile \_\_\_\_\_  
 Home address \_\_\_\_\_ State \_\_\_\_\_  
 Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

### 3. Type of leave applied for:

Annual from: \_\_\_ / \_\_\_ / \_\_\_\_\_ to: \_\_\_ / \_\_\_ / \_\_\_\_\_  
 (Start date of leave) (end date of leave)

DAYS	WEEKS
------	-------

Long service from: \_\_\_ / \_\_\_ / \_\_\_\_\_ to: \_\_\_ / \_\_\_ / \_\_\_\_\_  
 (Start date of leave) (end date of leave)

DAYS	WEEKS
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Long service from: \_\_\_ / \_\_\_ / \_\_\_\_\_ to: \_\_\_ / \_\_\_ / \_\_\_\_\_  
 (Start date of leave) (end date of leave)

DAYS	WEEKS
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**TOTAL** (May not exceed 52 weeks)

DAYS	WEEKS
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### 4. Employee

Name \_\_\_\_\_ Signature \_\_\_\_\_ date \_\_\_ / \_\_\_ / \_\_\_\_\_

### 5. Team leader

Name \_\_\_\_\_ Signature \_\_\_\_\_ date \_\_\_ / \_\_\_ / \_\_\_\_\_

### 6. Area leader

Name \_\_\_\_\_ Signature \_\_\_\_\_ date \_\_\_ / \_\_\_ / \_\_\_\_\_

### OFFICE USE ONLY

Payroll Consultant: _____ Date ___ / ___ / _____	FAXED PayMATTERS	%	MID-MATL CONTACT
Auditing Consultant: _____ Date ___ / ___ / _____	MATL PARENT PACK	%	/ /
	DATABASE + MAILING LIST	%	
	JOB ALERT	%	
	TL/AL PARENT PACK	%	6 WKS PRIOR RTN CONTACT
	TL/AL ADV. EMAIL ADDRESS	%	
	TL/AL REG. FWP NEWSLETTER	%	/ /

# During your Parental Leave



## Staying in touch with the business

The business wants you to enjoy this exciting time with your growing family. When you complete the online registration for Parental Leave, you will be asked “what level of contact” you wish to maintain during your leave period.

Ways to keep in touch with your colleagues, leaders and the business as a whole include the following:

- Careerwise & Parental Leave newsletters
- Occasional attendance at staff functions and meetings
- FCTG Parent Group events
- Training & Development opportunities
- Temporary work opportunities during your leave period

For more information on these and other ways to stay in touch with the business, please contact your state HR Business Partner or Careerwise Specialist.

## Working during your Parental Leave

You may, at the discretion of FCTG, be able to undertake, on a temporary basis, casual work while you are on parental leave.

If you choose to undertake casual work while on parental leave, this will not affect the 52 week limit placed upon parental leave. Casual work is work that is intermittent and not on a regular or systematic basis.

For more information regarding temporary work opportunities whilst you are away on parental leave, please contact Human Resources or your leader.

Please note:

- Work undertaken while on Parental Leave does not contribute to longevity of service for the purpose of calculating Long Service Leave, and may only be undertaken on a temporary basis
- Your right to return to work to a similar role when your leave ends will not be jeopardized
- If you in the process of obtaining the Australian Government Paid Parental Leave Scheme, you **MUST NOT** work simultaneously.
- For more information, please refer to the Remuneration and Reward Policy (Flight Deck › Our Company › Our Policies › HR Policies) or contact your state based HR Business Partner.

While on Parental Leave:

- Keep in contact with your Team Leader and Area Leader
- HR and/or CareerWise will be in touch 2 months prior to your return to facilitate your Return to Work
- Four (4) weeks before you're due to return, notify your Team Leader and Area Leader of your intentions for returning to work

# Returning to Work

## Transitioning back into the workplace

When you decide to return from Parental Leave, you must advise your Team Leader or Area Leader, giving at least four (4) weeks' notice.

If you have given birth to your child and intend to return to work within 6 weeks from the date of the birth, you will be required to provide a medical certificate to FCTG stating that you are fit to return to work during that period.

When you return to work, you will return to the position (or as near as possible to the position) you held when you took Parental Leave. For example, a Team Leader will return to a Team Leader role. If that position is no longer available, and there are other positions available which you are capable of performing, you will return to a position comparable in status, location and pay to your former position.

Upon your return to work, FCTG will take all reasonable steps to facilitate the return of your original client base/ portfolio/ workload; however this will not always be possible.

When preparing to return to work, you will also need to advise:

- Centrelink, if you are receiving Family Assistance or welfare benefits
- Your childcare facilities of your work and emergency contact details
- Family and friends to act as back-up emergency contacts and support

## Flexible Working Arrangements

### Part Time

If you are planning on coming back to work in a part-time capacity, you will be required to submit an application to your Area Leader. You can find more information by searching "Flexible Working Arrangements" in the SEARCH bar on FlightDeck.

### Home Agent / Telecommuter

For retail/front end employees, there are opportunities for experienced travel consultants to work as "Home Agents" during your Parental Leave period (but not concurrently with the Australian government Paid Parental Leave Scheme). Retail consultants on Parental Leave may also apply to be a Home Agent at the completion of their leave.

Certain Corporate and Support businesses may have opportunities for you to work from home (telecommuting). You can discuss this with your Area Leader/Nation Leader to see if any of these opportunities exist.

Please see the Telecommuter & Home User Policy (Flightdeck > Our Company > Our Policies > HR Policies) for more information.

Returning from Parental Leave:

- Your Area Leader will notify Paymatters of your return to ensure your employee status is changed to 'active' and they can resume paying you
- Submit your request for flexible working arrangements (i.e; Part Time) to you Area Leader IF REQUIRED

# We'll work with you, so you can work with us.

Are you considering returning to work but looking for balanced working conditions that suit your family life? With a workforce full of parents, the most flexible working conditions across Flight Centre Travel Group including part time, job share and home user within Monday to Friday business hours - consider Travel Associates to make your comeback.

- Travel Associates is FCTG's premium travel brand catering to the discerning traveller.
- Reclaim your weekends – work Monday to Friday (9am - 5pm). No late trade Thursday nights, expos or buzz nights.
- Work in luxurious surroundings with experienced colleagues.
- We are a 80% repeat and referral business – our major focus is our customers and we are successful because of this.
- Ideal environment to service clients. Our businesses typically encourage 'Appointment Only' to minimise interruptions.
- We do not have a low price guarantee. Our customers book with us due to our experience, knowledge and comfortable booking environment.

If you would like further information on working for Travel Associates, please contact General Manager David Lovelock on 0412 484 294 or email [david\\_lovelock@travel-associates.com.au](mailto:david_lovelock@travel-associates.com.au).

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ASSOCIATES

[travel-associates.com.au](http://travel-associates.com.au)

Our experience counts.



## Internal Mobility Brightening your Future

CareerWise is a service provided for Flight Centre Travel Group (FCTG) employees and is here to help you understand the full range of career opportunities available within the company.

Through our Career Discussions you will learn what skills and experience you will need to progress down your chosen career path as well as ongoing support for your personal development.

### What services do Careerwise offer?

- Confidential Career Discussions - Conducted by your states dedicated Careerwise Specialist to provide knowledge of roles available within the company and commence career planning your future within the Flight Centre Travel Group.
- Returner programs - Assisting parental leavers & travellers in returning to the Flight Centre Travel Group.
- Internal Careers Evenings & Open days – These events provide our employees with an opportunity to speak with leaders and employees from a variety of the Flight Centre Travel Group businesses across retail, wholesale, corporate & support.
- Monthly CareerWise Newsletter – Highlighting current opportunities within the Flight Centre Travel Group & other information that may be relevant to your career.

- 'Day in the Life' – Not sure what the other roles involve? We arrange for you to spend some time in a business of your choice to find out first hand if this is the right move for you. A 'Day in the Life' is a way to see what the role entails and how the business operates on a daily basis.

### How Do I Book a Career Discussion?

Booking a Career Discussion is easy! We are happy to arrange an appointment face to face or over the phone. Simply contact CareerWise via phone, email or by expressing your interest via our online form.

**NSW/ACT** Online: [www.applynow.com.au/jobf146617](http://www.applynow.com.au/jobf146617) or call Hayley Lloyd 0407 032 839

**VIC/TAS** Online: <http://applynow.net.au/jobs/F163135> or call Lou Stephens 0405 943 345

...or visit our FCTG Careers Intranet site to search for all current jobs: <http://au.fcjobs.net>

**Your career opportunities are endless with the variety of brands and roles within the Flight Centre Travel Group!**



## Moneywise Global Financial Advice

Congratulations on the exciting journey you are about to embark on! You may have some questions or concerns about your financial position prior to starting your parental leave. We have put together some information that may be useful to you. Of course you can always chat to us anytime. Remember Moneywise Global is available to you whilst you are on parental leave.

### Friendly reminders

Before the bouncing baby arrives there are some things you can do to get yourself organised. It will be much easier to do this beforehand, and in some cases, you need to do it whilst you are still at work.

#### Apply for Parental Leave with Flight Centre Travel Group

It is necessary for you to apply for parental leave with FCTG. You will need to get a medical certificate from your obstetrician to submit with the parental leave form. Put this in your diary to ask your obstetrician at your 30 week visit.

#### Contact your Health Fund

If you have private health cover, contact them to find out what you are and aren't covered for and what the 'gap' payments are likely to be. This will give you an idea of your out of pocket costs. If you are part of the corporate Bupa plan you can keep the corporate cover going (ie discounted rates) whilst you are away. When the baby is born, you will need to add the baby onto your existing cover within two months of birth, for the baby to continue to be covered. Please contact the Bupa Flight Centre Account Manager, Shane Staudinger on 07 3239 4620 or [flightcentre@bupa.com.au](mailto:flightcentre@bupa.com.au) if you have any questions.

#### Put your name down for childcare

Sometimes waiting lists for childcare places can be quite long. To avoid the stress of returning to work and trying to organise child care we highly recommend you put your name down early. You can contact your local council to find out how to add yourself to the waiting list. Typically this is a central list run by the council and covers a number of childcare places. Alternatively contact childcare facilities directly to be added to their waiting list. Most places will add you to the list when you are pregnant. The sooner the better.

#### Visit the Department of Human Services website

You will find this at [www.humanservices.gov.au](http://www.humanservices.gov.au). If you aren't registered you will need to be in order to claim benefits. This process is a bit lengthy so it is a good idea to get it done before your baby is born. You will find all the information you need about the types of benefits available to families. Typically these benefits change regularly so we suggest you keep up to date via the website.

Currently the main benefits available are:

- Paid Parental Leave (includes Dad and Partner pay)
- Family Tax Benefit
- Parenting Payment
- Childcare Rebate
- Childcare Benefit

Note that the Maternity Immunisation Allowance has been incorporated into the Family Tax Benefit and the Baby Bonus was phased out on 1 March 2014.



## Things to do

Starting a family is a wonderful journey and with it comes additional responsibilities. To make the transition to family life we recommend you address each of the following with your Moneywise Global Financial Adviser. It is important that you are financially set up so you can enjoy your new baby and not be worried about money.

### Check your financial fitness

Most people experience a change in their income levels when they start a family. It is a good idea for Moneywise Global to do a new cashflow for you so we can factor in changes to your income, your savings, how much time you are taking off, when you will return to work, childcare costs and so on. We find that this exercise helps people get clarity between what they want to do and what is practical in their situation. Once done, you can relax, knowing your immediate financial future is secure, and enjoy the time together as a family.

### Review your insurance

Having insurance is important for everyone, having insurance is essential when you have a family. You will soon be responsible for another life and insurance cover will provide the safety net to protect you and your family if something undesirable occurs.

There are four types of personal insurances known as life, total and permanent disablement, trauma and salary continuance. Most FCTG employees have a default level of life, disablement and salary continuance cover. However this needs to be checked, and the amount of cover should also be reviewed. We can also talk to you about your partner's existing insurance cover as it is necessary for your partner to have suitable cover too, particularly if they will be the main bread winner whilst you are on parental leave.

### Make a Will

Almost half of Australians die without a will. In doing so they leave an administrative mess for their families to sort through at a difficult time and they risk their wishes not being adhered to. Making a Will when you have a family allows you to specify who will raise the child, in the event you aren't here anymore, how you would like your assets and insurance money to be

used on behalf of the child and any other conditions you wish to specify.

Making a Will and Powers of Attorney can be done through a solicitor. If you don't have a solicitor you may like to contact the team at Law Source. They are qualified lawyers who can help you with your estate planning needs. Their phone number is 1300 361 925 or [www.lawsources.com.au](http://www.lawsources.com.au). We do not receive any form of payment for this referral.

### Tax rebate for super contributions

During the time you take off you may be classified as a low income or no income earning spouse. The advantage of this? Your partner can contribute up to \$3,000 to your super account and receive a tax rebate of up to \$540. This is an opportunity to boost your super and receive some tax back.

### Boost your super

Superannuation contributions are not made on behalf of people on parental leave. One way to change this and boost your super is by taking advantage of the government co-contribution. The full co-contribution is available for those earning under \$33,516 (2013-14 financial year) who make a personal contribution to super. If you add \$500 to super, the government will match it with \$500 thereby boosting your super by \$1,000. Your Moneywise Global Financial Adviser will be able to assist you with this further as the rules around the co-contribution change frequently.

## Contacting the Moneywise Global team

We would love to help you with your journey. It is such an exciting time and we wish you all the best. Please visit us at [www.moneywiseglobal.com/contact-us](http://www.moneywiseglobal.com/contact-us) and download our contact list. Alternatively please email us at [admin@moneywiseglobal.com](mailto:admin@moneywiseglobal.com)

# Exercise and Nutrition During Pregnancy



Healthwise Global has prepared the following information to aid you and your new bundle of joy and ensure the entire family is as healthy as possible. Good luck from the Healthwise Team and be sure to contact your Healthwise Global representative for any information or ideas.

**NB - it is critical you consult a medical professional prior to commencing a new diet and/or exercise regime - particularly when you are expecting!**

## Nutrition

### New parents

- A healthy, nutritious diet will help you and your baby.
- Eating a variety of foods helps, as does drinking plenty of fluids.

Now that you're a new mum or dad, eating well is vital to help keep your energy up – even if it is hard to find the time. For new mums especially, try to eat at least three times a day to make sure you get all the nutrients you need to recover from the birth (and to make milk for your baby if you are breastfeeding).

Tips for eating well for new mums and dads

- Eat a variety of foods each day.
- Eat plenty of breads and cereals (including whole grains, rice and pasta).
- Eat several different vegetables and fruits each day.
- Eat protein foods every day – meat, fish, chicken, eggs, cheese, legumes (dried peas, beans, lentils).
- Eat foods containing calcium every day (a lot of calcium from your body will go into breastmilk). Milk and dairy products (e.g. cheese, yoghurt

and custards) are the easiest way to get calcium. You can also get calcium from soy milk that has had calcium added (check the label), tinned fish with bones (salmon and sardines), tofu, legumes, almonds and hummus, and smaller amounts from green vegetables.

### Tips for eating well for breastfeeding mums

Breastfeeding mothers don't need to eat a lot of extra food or any special foods. Your appetite and thirst will be a good guide. Drinking extra fluids will not increase your milk supply, but you do need enough fluids. Try to have a drink yourself each time you feed the baby.

There are many myths about foods that breastfeeding mothers should not eat for fear of upsetting the baby. Some mothers find that if they eat a lot of rich or spicy foods, or particular fruits or vegetables, their babies may be upset. Others find they can eat anything. So it is a matter of trial and error. If you find you need to avoid several foods from one of the groups listed above, check to be sure that you are still getting all the important nutrients.

### What you and your baby need during breastfeeding

Some of the calories required for breastmilk production are supplied by body fat reserves laid down during pregnancy. However, additional calories are needed over and above your pre-pregnancy intake to provide enough energy to supply the needs of your growing baby. As you start to wean your baby, your calorie needs will gradually return to pre-pregnancy levels.

**Department of Health guidelines suggest the following amounts of extra calories during the first three months of breastfeeding:**

- up to one month – 450 calories
- up to two months – 530 calories
- up to three months – 570 calories.

However, recent research suggests that these figures are too high and that an extra 300–400 calories per day is enough for fully breastfeeding mothers during the first three months.

There are two sets of figures for the additional calorie intake required after three months:

**Group 1**

Mothers are those whose breastmilk no longer supplies all or most of their baby’s food after the first three months.

**Group 2**

Mothers are those who supply all or nearly all their baby’s energy and nutrient needs for six months or more.

3-6 Months	More than 6 months
Group 1 – 480 calories	Group 1 – 240 calories
Group 2 – 570 calories	Group 2 – 550 calories



**What should I be eating?**

- Think of breastfeeding as continued motivation to follow the healthy diet you followed during pregnancy. Focus on eating whole grains and cereals, fresh fruits and vegetables, and foods that provide plenty of protein, calcium, and iron (and, as always, an occasional treat is fine).
- Opt for nutritious snacks like yoghurt, sandwiches made with wholemeal bread filled with leafy greens and canned salmon, tuna, cheese or hummus, a jacket potato with baked beans, or fruit.
- Drink plenty of water to help maintain your milk supply. Be sure to drink plenty of fluids – as much as eight to 12 glasses of water a day is about right. This will help your body to produce the milk you need for your baby.
- Get plenty of iron. If you took a vitamin supplement when you were pregnant, you might not need one now that you’ve had your baby. You may very well need an iron supplement, however. Many women have depleted iron stores during a good chunk of their childbearing years. Check with your doctor, midwife, or health visitor to see what she recommends. And if you do continue with a general vitamin supplement, remember that it can’t make up for poor eating habits. Strive to eat a well-balanced, varied diet.

*By Child and Youth Health*

**How much of different food types should I be eating?**

The following list gives a good guide to the serve sizes recommended for different types of food.

Food Group	Serve Size	No. Serves Daily
Bread, cereal, rice, pasta, crackers, noodles	1 slice bread, ½ cup cereal, 2 crackers, ½ cup rice/pasta	8 to 12
Vegetables	1 potato, ½ cup vegetables, 1 cup salad	5 to 6
Fruit	1 piece	3 to 4
Meat, fish, chicken, legumes, nuts	65 to 100 g cooked meats, 80 to 120 g fish, ½ cup legumes, 2 eggs, ⅓ cup nuts, ¼ cup seeds	1½
Extra foods	600 kJ snack (i.e. four biscuits), 1 tbsp margarine, 1 can soft drink	0 to 2



*Note Small amounts of added fats and oils are expected to be used in cooking and on bread. The Australian Guide to Healthy Eating*



### How do I avoid excess weight gain during pregnancy?

It is important for women to gain an adequate amount of weight during pregnancy, as poor weight gain may result in a low birth weight infant. However, there is no need to eat for two. Your energy needs during pregnancy only increase by a small amount, approximately 600 kJ to 1000 kJ, and this figure will be influenced by exercise frequency, intensity and duration. If you decrease your exercise level due to morning sickness or tiredness in early pregnancy, you may need to reduce your total energy intake to avoid excess weight gain.

The best way of working out your individual energy requirements is to monitor your weight change. A good guide is 1 to 2 kg in the first three months. In the following months, a gain of 0.4 kg per week is usual, resulting in a total weight gain during pregnancy of 10 to 13 kg. An especially lean athlete may gain the full 13 kg, while a woman carrying excess body fat prior to conception may be safe gaining 6 kg or less, as there is no need for the maternal fat store deposits to be laid down. The bottom line is that you need to eat to appetite, with an emphasis on healthy foods.

### Are regular exercisers less prone to constipation?

Yes this is true; however, if difficulties arise follow these guidelines:

- Increase your fluid intake, as fibre can only be effective if sufficient moisture is present.
- Increase your consumption of fibre rich foods – include extra wholemeal/grain bread, cereals and fruit/vegetables. Baked beans on toast is a great bowel softening snack.
- Check with your doctor or pharmacist that it is not your iron supplements (if you are taking them) that are altering your bowel habits.

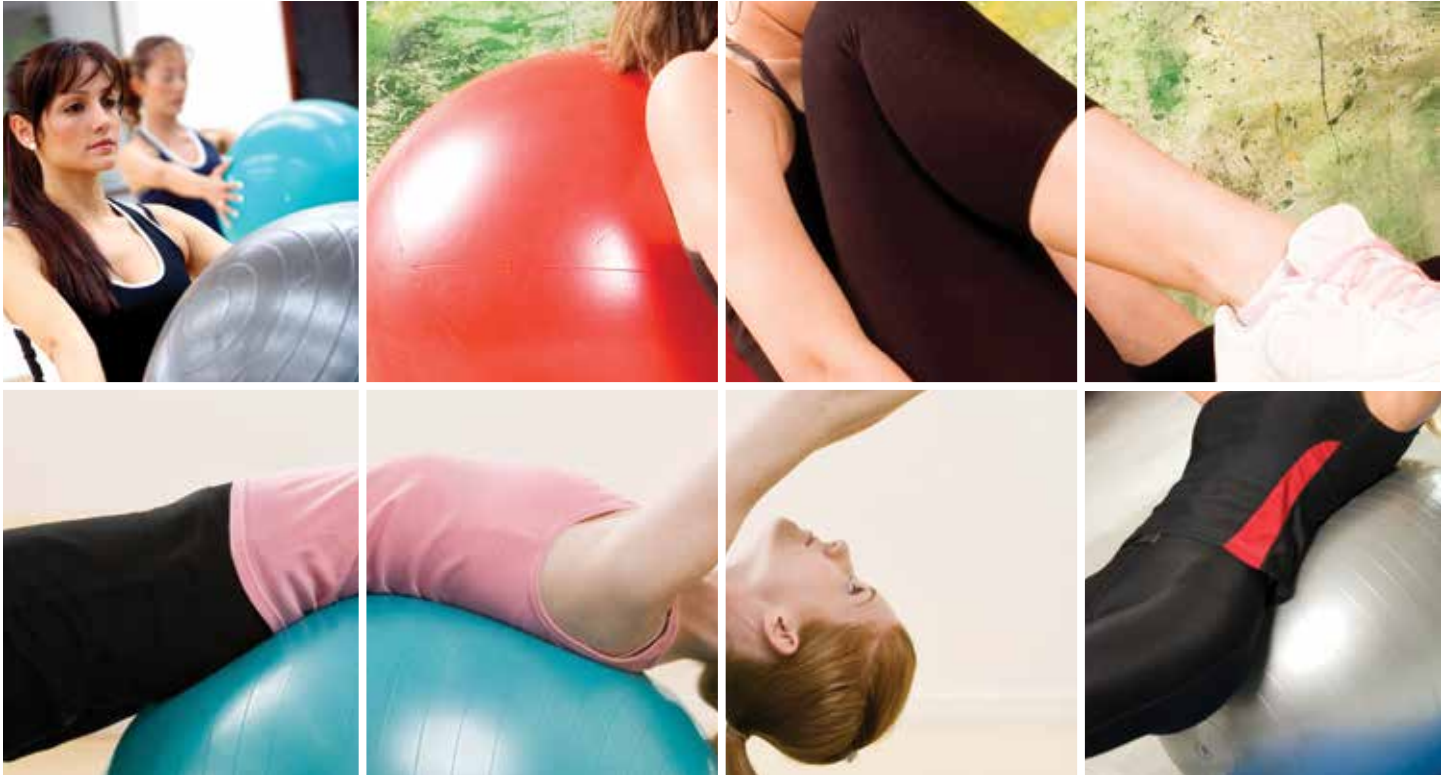
When it comes to nutrition during pregnancy, physically active females often have specific questions and concerns that cannot always be answered by the standard pregnancy literature. In the below article, Sports Dietitian, Ruth Logan, provides answers to 14 commonly asked questions.

### These are the components of weight gain in pregnancy

Component	Weight	Component	Weight	Component	Weight
Breast Tissue	0.5 kg	Uterus weight	1 kg	Maternal fat stores	3 – 4 kg
Foetus	3.4 kg	Amniotic fluid	0.9 kg	Extracellular fluid	1 kg
Placenta	0.6 kg	Increased blood volume	1.5 kg	<b>TOTAL GAIN</b>	<b>12 kg</b>

Sports that demand low body weight (e.g. jockeying, light-weight rowing), or low body fat (e.g. gymnastics, ballet, body building) are not desirable during pregnancy. Attempting to arrest weight gain can prove dangerous, with an increased risk of medical complications for mother and baby. Pregnancy is not a time for strict dieting. Athletes should expect to see a marginal increase in skinfold thickness.

## Pregnancy Fitball Exercises



The fitball is an ideal tool for exercise during pregnancy because the shape and size of the ball provides support and mobility during a variety of exercises. It also gives trainers improved alternatives and modifications for many exercises that are inappropriate or dangerous for pregnant women. Fitball is now also popular for assisting active labor, so it is much more likely to be used as a tool in childbirth if women feel confident on the ball. Following are eight exercises using the fitball, suitable for women at any stage of pregnancy. When performing these exercises, remember that abdominal bracing is a vital component.

Using the ball to challenge the ability to hold the spine stable with an abdominal brace further improves abdominal training and provides a great alternative to other inappropriate abdominal exercises. The technique is subtle, so look out for signs of over-use of outer abdominals and discourage raised shoulders, sucking in of ribs, or breath holding.

A good cue is to sit tall with shoulders set back and down, and draw your lower belly towards your spine as though you are 'bear hugging' your baby. Hold the brace while you breathe normally.



### Pelvic tilt

This is a wonderful exercise to mobilise the lumbar spine, as well as to gently use the rectus abdominus and relieve the lower back.



**Purpose** Alleviate strain and discomfort in the lumbar spine.

**Position** Kneeling, lean forward over the ball. Back straight.

**Technique** Tilt the pelvis to tuck the buttocks in and under, as you round up your lower back.

**Pregnancy specific benefits** Ideal for taking the strain off the lower back.

### Piriformis stretch

**Purpose** Stretch piriformis.

**Position** Sit on the fitball with one foot crossed over the other thigh.

**Cue** Lean forward as you roll the ball backwards until you feel the stretch behind your hip. Pregnancy specific benefits: a specific stretch to avoid or assist the common problem of sacroiliac pain.

**Special considerations** Women may need to be near something stable to hold onto, or at least rest their hands on the ball for balance.



### Buttock Bridge

Gluteal and thigh exercises are usually requested by pregnant women, but a good option is hard to find, as single leg weight bearing can create pelvic joint problems and prone and supine are not appropriate.

**Purpose** Strengthen gluteals and thighs.

**Position** Supine, with head and shoulders supported on the ball, neck in the neutral position. Feet on the floor with knees at 90°. Hips lowered towards the ground.



## High priority in pregnancy

As fitness leaders we are often required to advise and program exercise for mums-to-be, so it is vital that we understand the issues of pregnancy and their implications on exercise. In many cases pregnant women need to be encouraged to decrease their exercise levels and take the time to acknowledge and enjoy this special time. Research indicates that frequent, intense exercise may lead to decreased birth weight and associated problems. Women are also more likely to suffer numerous musculo-skeletal problems and incontinence from inappropriate exercise.

Many women of today exercise quite energetically, some maintaining their pre-pregnant levels. Trim, pregnant profiles such as Elle and Demi Moore have become tough role models to follow and many women chase unrealistic goals, risking both themselves and their baby. Taking time to rest and acknowledge the wonder of pregnancy is not only beneficial for mums' health, but also for healthy preparation for motherhood.

- Avoid high impact jolting exercise that strain joints and the pelvic floor.
- Avoid supine after 16 weeks.
- Avoid standing still for periods of time.
- Avoid unilateral weight bearing in standing or kneeling as this strains the sacroiliac joints.
- Incorporate pelvic floor strengthening.
- Incorporate abdominal bracing.
- Ensure relaxed breathing throughout all exercise.
- Encourage realistic and healthy goals.

**Cue** Extend your hips and pelvic tilt to raise up to the horizontal position. Ensure your weight is in your heels and tighten your buttocks (or gluteals) to enhance the workout.

**Pregnancy specific benefits** This is an excellent gluteal alternative to single leg work in four point kneeling or standing positions, both of which are likely to create sacroiliac pain. In addition, supine on the floor is contraindicated after 16 weeks.

**Special considerations** Be sure to avoid supine hypotension by lowering the pelvis with every repetition. Check that neither the ball, nor the client is likely to slip (e.g., floor boards or socks would be unsafe). Ensure the neck is in neutral, and the scapulae are well supported on the ball.

# The Guidance Centre: Employee Assistance Program

Adjusting to life as a parent can be hugely rewarding and incredibly challenging all at the same time. Adjusting to your new role mentally, physically and financially, can be a huge adjustment in addition to learning and trying to manage your new baby, sleep deprivation, and other family commitments.

Should you encounter any difficulties, in addition to your family and friends supporting you, we are happy to provide you assistance and access to confidential counseling services with 'The Guidance Centre'. The Guidance Centre is FCTGs 'Employee Assistance Program' and is provided to you as an initiative of Healthwise.

The Guidance Centre is an external counseling service which is available to all FCTG employees and their immediate family. This service is 100% confidential and can be provided face to face or via the telephone. The service is free of charge.

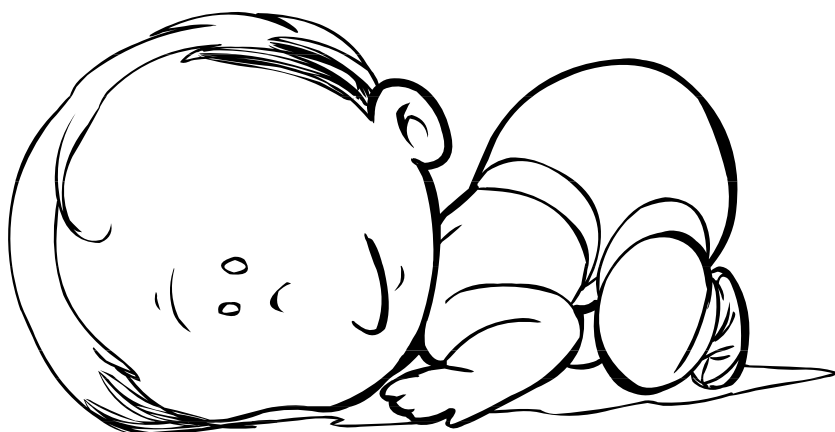
## Contacting us

- Free call 1800 808 374
- Email: [info@assureprograms.com.au](mailto:info@assureprograms.com.au)

## Suggested Reading

We have included some additional websites of interest on ante & post natal depression:

- [www.beyondblue.org.au](http://www.beyondblue.org.au)
- [www.healthinsite.gov.au](http://www.healthinsite.gov.au)
- [www.panda.org.au](http://www.panda.org.au)
- [www.posie.org.au](http://www.posie.org.au)



# Primary Carer Leave Statutory Declaration

I, \_\_\_\_\_ (insert name)

of \_\_\_\_\_ (insert address)

do solemnly and sincerely declare:

- My partner is pregnant and is due to give birth on \_\_\_\_\_ (date)
- I will be the primary caregiver for 50% or greater of my child's first year of life;
- For the period of my parental (primary carer) leave, I will not engage in any conduct which is contrary to my contract of employment;
- My partner has sought to take parental leave from \_\_\_\_\_ to \_\_\_\_\_

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Made and Declared at \_\_\_\_\_ (location) this \_\_\_\_\_ (day) day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
Signature of person making this declaration

Before me: \_\_\_\_\_

\_\_\_\_\_

Signature of Authorised Witness

(Authorised Witness may include Justice of the Peace, Solicitor, Police Officer)



## Adoption Leave Statutory Declaration

I, \_\_\_\_\_ (insert name)

of \_\_\_\_\_ (insert address)

do solemnly and sincerely declare:

- I will be adopting a child on \_\_\_\_\_ (date)
- At the time of placement, the child will be approximately \_\_\_\_\_ (insert age)
- For the period of my parental (adoption) leave, I will not engage in any conduct which is contrary to my contract of employment;
- My partner has sought to take adoption leave from \_\_\_\_\_ to \_\_\_\_\_

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Made and Declared at \_\_\_\_\_ (location) this \_\_\_\_\_ (day) day of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
Signature of person making this declaration

Before me: \_\_\_\_\_

\_\_\_\_\_

Signature of Authorised Witness

(Authorised Witness may include Justice of the Peace, Solicitor, Police Officer)



# When your baby is born

## Congratulations on the arrival of your new baby!

This is a very busy, yet exciting time for your family! Here are a few reminders from the Department of Human Services (DHS).

### Checklist

#### Get your Parent Pack

When your baby is born, you will get a Parent Pack from your hospital or midwife. Inside, there will be a Newborn Child Claim for Paid Parental Leave, Family Assistance and Medicare form. If you choose, this form also registers your child for an eHealth record. Make sure your doctor or midwife has filled out, signed and stamped the back page.



#### Provide proof of birth

This will finalise your claim for Parental Leave Pay, Family Tax Benefit and Dad and Partner Pay and enrol your child with Medicare. There are different ways you can give DHS proof of birth. You can:

- Use the Express Plus Families mobile app or your Centrelink online account if you have submitted a pre-birth claim
- Complete the Newborn Child Claim for Paid Parental Leave, Family Assistance and Medicare form from the Parent Pack and return it to DHS
- Bring the birth certificate to your nearest Centrelink or Medicare Service Centre or submit it online

#### Register the birth of your baby with Births, Deaths and Marriages

If you are a parent of the child and you are claiming Dad and Partner Pay, Parental Leave Pay, Baby Bonus or Newborn Upfront Payment and Newborn Supplement, you also need to register or apply to register their birth in your state or territory within 60 days of the birth.

#### Contact DHS about child support

If you are a single or separated parent.

#### Register your child for an eHealth record

This will help you to take control of your child's health and their health information. Once registered, you can download the 'My child's eHealth record' free mobile app.

\* Please note this information is current at 1 July 2014 and may change without notice. Please contact the Australian Government Department of Human Services to confirm details or seek further information



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September 2014