

Select Industry Sub-Division

Please select an industry subdivision from the drop-down selection list

IMPORTANT - PLEASE READ BEFORE YOU START:

- The data you provide in this worksheet must cover the full 12-month reporting period (from 1 January 2023 to 31 December 2023), not a single snapshot date.

For each employee reported, you will need to report their gender and manager category by contract and employment type.

- CEOs are your most senior leader in your organisation, e.g. an Agency or Department head.
- KMPs have the authority and responsibility for planning, directing and controlling the activities of an entity, directly or indirectly. E.g. an SES Band 2 employee
- Non-binary refers to any person who does not exclusively identify as either male or female, i.e. a person of a non-binary gender, it is voluntary to include data on this worksheet for non-binary employees.

5. How many employees were on primary carer's parental leave (paid and/or unpaid)?

- Enter the total number of employees who were on primary carer's parental leave (paid or unpaid) during the 12-month reporting period.
- Include every employee who was on parental leave at any point in the reporting period. This includes employees who commenced parental leave both during and before the start of the reporting period.
- You must answer this question regardless of whether you provided employer-funded leave in addition to the government scheme.
- If you offer equally shared parental leave without using the primary/secondary carer definition, you should record all employees on parental leave in this section.

	Contract Type	Employment Type	CEOs and KMPs			Managers (excl. CEOs, KMPs and HOBs)			Non-managers		
			Female	Non-binary	Male	Female	Non-binary	Male	Female	Non-binary	Male
Primary carer's leave taken by permanent full-time employees	full-time	permanent	0	0	0	0	0	0	7	0	0
Primary carer's leave taken by permanent part-time employees	part-time	permanent	0	0	0	1	0	0	2	0	0
Primary carer's leave taken by fixed-term contract full-time employees	full-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Primary carer's leave taken by fixed-term contract part-time employees	part-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Primary carer's leave taken by casual employees	N/A	casual	0	0	0	0	0	0	0	0	0

6. How many employees were on secondary carer's parental leave (paid and/or unpaid)?

- Enter the total number of employees who were on secondary carer's parental leave (paid or unpaid) during the 12-month reporting period.
- Include every employee who was on parental leave at any point in the reporting period. This includes employees who commenced parental leave both during and before the start of the reporting period.
- You must answer this question regardless of whether you provided employer-funded leave in addition to the government scheme.
- If you offer equally shared parental leave without using the primary/secondary carer definition, you should record all employees under primary carer's leave above.

	Contract Type	Employment Type	CEOs, KMPs and HOBs			Managers (excl. CEOs, KMPs and HOBs)			Non-managers		
			Female	Non-binary	Male	Female	Non-binary	Male	Female	Non-binary	Male
Secondary carer's leave taken by permanent full-time employees	full-time	permanent	0	0	0	0	0	1	0	0	7
Secondary carer's leave taken by permanent part-time employees	part-time	permanent	0	0	0	0	0	0	0	0	0
Secondary carer's leave taken by fixed-term contract full-time employees	full-time	fixed-term contract	0	0	0	0	0	0	0	0	1
Secondary carer's leave taken by fixed-term contract part-time employees	part-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Secondary carer's leave taken by casual employees	N/A	casual	0	0	0	0	0	0	0	0	0

7. How many employees ceased employment before returning to work from parental leave (regardless of when the leave commenced)?

- 'Ceased employment' refers to any employee who exited the organisation for whatever reason, including resignations, redundancies and dismissals, during the 12-month reporting period, regardless of when the leave commenced.
- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
- Do not include employees who ceased employment after they returned from parental leave, even if they returned for just one day.

	Contract Type	Employment Type	CEOs, KMPs and HOBs			Managers (excl. CEOs, KMPs and HOBs)			Non-managers		
			Female	Non-binary	Male	Female	Non-binary	Male	Female	Non-binary	Male
Permanent/ongoing full-time employees	full-time	permanent	0	0	0	0	0	0	0	0	0
Permanent/ongoing part-time employees	part-time	permanent	0	0	0	0	0	0	0	0	0
Fixed-term contract full-time employees	full-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Fixed-term contract part-time employees	part-time	fixed-term contract	0	0	0	0	0	0	0	0	0