



Employment Conditions

Policy | BM5



Policy Statement

Goodstart Early Learning (Goodstart) recognises that providing the best early learning care for children depends on valuing, retaining and attracting high-quality, skilled and committed teams of employees. An important way in which Goodstart achieves this is to ensure appropriate employment conditions for all employees and to proactively support employees to balance their work, family and other life needs by offering a number of flexible working arrangements.

What does this policy apply to?

Leave	Other employment conditions
<ul style="list-style-type: none"> o Annual Leave o Community Service Leave o Leave Without Pay o Long Service Leave o Parental Leave o Personal Leave/Carers' Leave o Compassionate Leave o Family and Domestic Violence Leave o Ceremonial Leave o Purchased additional leave 	<ul style="list-style-type: none"> o Hours of work o Position Amendment o Employee discount on childcare fees o Use of company motor vehicle o Flexible Working o Casual Conversion o Breastfeeding at work o References and statements of service o Resignation/Termination of employment

Leave

Employees are provided with a variety of leave arrangements (paid or unpaid) that enable them to balance work with rest and recreation, family responsibilities and other specific purposes.

Applying for Leave:

- o Employees are to apply for leave using the Workforce Management System, or through People Central for CSO staff and as per the Leave (Non-Parental) Procedure or, where available, the People Central on-line application. Only if the systems are unavailable should the leave application form be used.
- o Applications for leave are to be submitted to the line manager of the employee, who will use this requirement document to consider, and action, applications for all types of leave.

Purchased additional leave

In order to assist employees to balance their work, family and other life needs, Goodstart offers the ability to purchase additional annual leave. Eligibility for purchasing annual leave, and the process to do so is included in the Purchased Annual Leave Procedure.

Other employment conditions

Hours of work

The hours of work for each employee are agreed at the time of commencement of their employment, in line with the Enterprise Agreement (EA) or terms of engagement as per employment contract for employees not covered by the EA.

Position Amendment

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CONTENT OWNER	Chief People & Culture Officer	DOCUMENT AUTHOR	Evelyn Sen, People Specialist		
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Active employees may agree to change to their current employment contract, based on Centre or Team requirements. Status changes may include part time to full time or casual to permanent employment.

Employee discount on childcare fees

Eligible employees are able to receive a discount on their Goodstart childcare fees. Eligibility for claiming a discount on childcare fees, and the process to do so is included in the Employee Discount on Childcare Fees Requirement.

Use of company motor vehicle

Some employees will be eligible to use a company motor vehicle based on their role and the amount of business travel required.

Employees will be entitled to the use of a company motor vehicle whilst they are employed in a position that requires a company vehicle to perform the duties of that role.

Eligibility for and responsibilities relating to the use of company motor vehicles are included in the Motor Vehicles Requirement. If a person is in possession of a company motor vehicle, and their eligibility to the motor vehicle changes, it is the employee's responsibility to return the vehicle and associated material to their direct line manager immediately.

Flexible Working

Goodstart recognises the increasing importance of flexible working arrangements in maintaining a diverse and adaptable workforce and will reasonably consider staff requests for flexible working arrangements related to balancing work, life and family needs.

An employee may request a change in their working arrangements from their employer if they require flexibility because they:

- are pregnant;
- are the parent, or have responsibility for the care, of a child who is of school age or younger;
- are a carer (within the meaning of the Carer Recognition Act 2010);
- have a disability;
- are 55 or older;
- are experiencing violence from a member of their family, or;
- provide care or support to a member of their immediate family or household, who requires care or support because they are experiencing violence from a family.

Casual Conversion

Goodstart Early Learning recognises that 'regular' casuals have the right to request to convert to permanent employment, if in the preceding period of 12 months, has worked a pattern of hours on an ongoing basis, which without significant adjustment the Employee could continue to perform as an equivalent permanent employee under the provisions of the Enterprise Agreement.

Any request must be made in writing and provided to Goodstart.

Where a regular casual employee seeks to convert to permanent employment, Goodstart may agree to or refuse the request, but the request may only be refused on reasonable grounds and after there has been consultation with the employee.

Where Goodstart refuses a regular casual employee's request to convert, the employer must provide the casual employee with the employer's reasons for refusal in writing within 21 days of the request being made.

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Breastfeeding at work

Goodstart's vision is for all Australian children to have the best possible start in life. In supporting both employees and their young children in this regard, Goodstart is committed to ensuring that all employees who are breastfeeding may continue to do so and/or express breast milk while at work.

Goodstart also recognises that because breastfeeding is not a viable option for all parents or babies, the policy will also apply to employees who are required to bottle feed new infants.

References and statements of service

Goodstart does not provide company references to employees who are leaving, or have already left, Goodstart's employment.

Goodstart employees are permitted to make statements in a personal capacity only (for example, attesting to having worked with a fellow employee) however any such statement must not be written on Goodstart letterhead paper and nor must such statement (even in a personal capacity) be sent from the Goodstart email address.

If a Goodstart employee does make a personal statement (verbal or written) in regards to another current, or former, employee then that statement is not to imply, in any way, that the statement has been prepared, issued or endorsed by Goodstart management.

Goodstart will not accept any liability or consequence arising from a personal statement being issued by any employee or former employee in respect of any other current or former employee.

A departing employee may request a written Statement of Service from the Employee Services team which will detail commencement date and termination date of employment with Goodstart and the titles of positions held.

Responsibilities

This procedure is to be implemented by: All Goodstart employees

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