



**Employee
Incentives.**



Minimum Above Award Rate (MAAR).

For Sparrow employees

The minimum above award rate (MAAR) is an initiative intended to attract and retain high quality employees. Pursuant to the MAAR, all eligible employees will be paid a minimum of 2.5% above the applicable award rate, exclusive of superannuation contributions.

The MAAR applies to all full-time, part-time, and casual employees of Sparrow Group Management Pty Ltd (Sparrow) or its associates. It covers employees employed under either the Children's Service Award or Educational Services (Teachers) Award, for the avoidance of doubt this includes cooks and trainees. There is no minimum employment period to qualify for the MAAR.

Those Sparrow employees on fixed term contracts will receive the MAAR for the duration of their contract or for as long as the MAAR remains in place, whichever comes earlier.

The MAAR is a benefit provided by Sparrow and may be amended or withdrawn at any time by Sparrow at its discretion.

If Government legislation changes such that the MAAR is no longer lawful then the MAAR will cease.

Where amounts paid under the MAAR exceed any legislative minimum entitlements, any amount paid in excess of these minimum entitlements may be used to offset any entitlement that may otherwise have been applicable.

You may opt-out of the MAAR Initiative if you wish by emailing payroll@sparrow.edu.au.

For the avoidance of doubt, this initiative does not apply to the Support Office team members and those on annualised salaries.





Birthday Leave Day (BLD).

For Sparrow employees

Full time and part time employees of **Sparrow** Group Management Pty Ltd (Sparrow) are eligible for birthday leave day (**BLD**). Casual employees or those employees on extended absences (e.g. leave longer than 4 weeks) are not eligible for BLD.

The hourly rate which will apply on your BLD will be your ordinary hourly rate, including the MAAR, taxes and superannuation contributions as required by Government Legislation. For the avoidance of doubt this rate will not include payments such as Higher Duties, leave loading or allowances.

If your birthday falls on a weekend or public holiday, the number of hours paid for your BLD will be calculated by reference to the nearest next workday. For full-time team members the number of hours will be 7.6 hours, for part-time team members, this will be calculated with reference to your ordinary hours of work.

There is no minimum period of employment before you are eligible for the BLD.

The leave day must be taken on your birthday unless there are special circumstances, agreed and approved by your Service Manager and BOM in advance. If you have-to/want-to work on your BLD, then you can reschedule your BLD for any day within your birthday month or up to 1 month after your birthday.

If your employment with Sparrow ceases and you have an unused BLD you will lose it, it will not be paid out when your employment ceases.

BDL is a benefit provided by Sparrow and may be withdrawn or amended by Sparrow at any time. If Government legislation changes such that the BLD is no longer lawful then the BLD will cease.

Where amounts paid under the BLD initiative exceed any legislative minimum entitlements, any amount paid in excess of these minimum entitlements may be used to offset any entitlement that may otherwise have been applicable.

You may opt-out of the BLD initiative if you wish by emailing payroll@sparrow.edu.au.

This initiative applies to members of the Support Office Team.





Refer a new team member program.

For Sparrow employees

Share your love of early learning and refer a new team member to the Sparrow family, and you will BOTH be rewarded with a \$500 gift voucher*.

How it works?

- \$250 paid after 3-months of employment of the new team member; and
- \$250 paid upon successful completion of the 6-month probation period.

T&C's

You must be a current employee of Sparrow Group Management Pty Ltd (Sparrow). The employee you refer must be new to a Sparrow or if recommencing has not worked for a Sparrow service for at least four months.

The new staff member must complete their probation period for the referrer and referee to receive the outstanding gift voucher amount.

The new employee must be filling a permanent part-time or full-time role at one of the Sparrow services. Casual employees are not eligible.

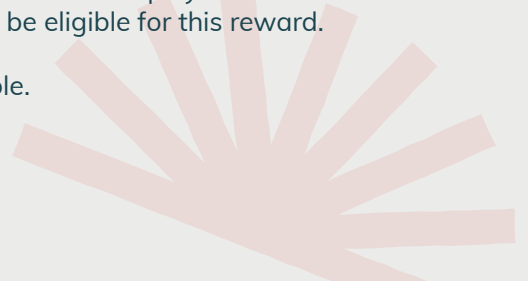
If a Service Manager is referring an applicant for their own service, the Business Operations Manager or State Manager must complete the interview and all necessary employment checks, without the involvement of the Service Manager

You can refer multiple people and receive multiple rewards.

You will receive your eGift vouchers via email issued by Giftpay, and these are valid for 3 years from the issue date.

This promotion is valid from 1 January 2023 to 31st December 2024. A new staff member must have an employment contract in place by 31st December 2024 to be eligible for this reward.

All Sparrow employees are eligible.





Employee discount.

For Sparrow employees

It is the responsibility of the Service Manager to administer employee eligibility in line with this policy.

The Service Manager must confirm that the employee is set up, eligible for, and receiving CCS before making the application for the discount. No back pay will be processed for periods prior to this.

If the employee is a non-resident, or with no CCS approval, documentation from Centrelink is required stating that the employee's claim for Childcare Subsidy has not been approved before the discount can be applied.

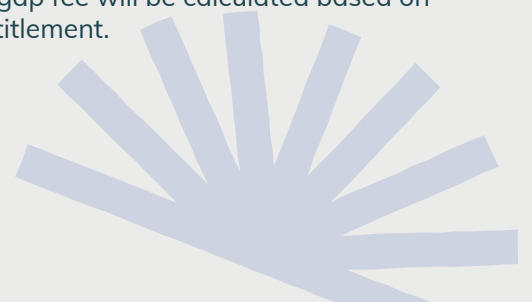
All child immunisations must be up to date and maintained for the employee discount to be applied.

To maintain the employee discount, payment of parent accounts must always be in advanced according to the billing cycle (e.g., weekly billing cycle needs to be a week in advance).

The full 95% employee discount applies to all full-time and eligible part-time employees of Sparrow Group Management Pty Ltd (Sparrow). Part-time employees must work on average a minimum of two, 7.5-hour shifts (or a total of 15 hours) a week. Payroll will review these hours every quarter to ensure each employee is eligible for the discount. If not eligible, the discount for the next quarter will not be applied.

Regular casuals are entitled to a 65% employee discount. A regular casual is defined as an employee that works on average a minimum of two, 7.5-hour shifts (or a total of 15 hours) a week. Payroll will review these hours every quarter to ensure each casual is eligible for the discount. If not eligible, the discount for the next quarter will not be applied.

There is no minimum employment period to qualify for this discount, the discount applied is off the employee's gap fee. An employee's gap fee is calculated based on individual CCS Entitlements. If you cease to be eligible for CCS, the gap fee will be calculated based on the employee's previous CCS Entitlement.





Employee discount.

The discount only applies to attendances and does not cover absences that exceed the CCS allowable absence count.

Holiday or other discounted fees do not apply when in receipt of employee discount.

A new employee discount application must be submitted when additional children are added to the account.

Sparrow may withdraw or amend this initiative at any time.

An employee must have been employed by Sparrow for at least one year, before being eligible to receive the discount during Parental Leave.

The discount will continue to apply during the first 12 months of Parental Leave if applicable, Workcover and approved extended leave. During these periods of leave, the discount will only apply to the existing booking (or less booked days). If the employee picks up additional days or adds additional children, then the discount applied to every day drops to 65%.

You may opt-out of this initiative by emailing ccms@sparrow.edu.au.

The employee discount ceases once employment is terminated with Sparrow in line with government guidelines and may/will be reviewed and adjusted to ensure compliance with FAO / CCS.

This initiative applies to Service and Support Office Employees.

An Educator's child/children can attend either the Service in which the Educator works, or another Service owned by Sparrow.

An Educator does not have to be working on the day their child attends a service to receive the discount.

An Educator's child will be treated equally with all other children when it comes to priority of access.

For instances outside these parameters please seek further guidance from the CCMS team ccms@sparrow.edu.au.





Lead Educator Bonus (LEB).

For Sparrow employees

The LEB is a:

- \$2,000 annual bonus paid to the Lead Educator for each long day care studio; or
- \$250 annual bonus paid to Lead Educators for OSHC / school age Programs.

To be eligible for the LEB:

- The Lead Educator must be in the role for a minimum of 3-months by 31 December 2024; and
- The Lead Educator must be employed in that role at 31 December in the year the bonus relates. E.g. to be eligible for the 2024 bonus, the Lead Educator must be employed in that position at 31 December 2024.

The LEB is payable to the team member who has performed the Lead Educator role for the entire year on a full-time basis. If the Lead Educator has performed the role on a part-time basis or for only part of the year, the \$2,000 will be adjusted on a pro-rata basis.

If a Lead Educator is eligible and on Parental leave, they shall be paid the pro-rata amount when actively in the role. This payment will be made following the employee's return from Parental Leave.

For the purposes of calculating a pro-rata payment, the full-time hours of 38 hours per week will be used.

If two people are sharing the Lead Educator role the \$2,000 will split between them on a pro-rata basis, subject to the eligibility criteria outlined in these terms.

This bonus applies to Lead Educators only, Early Childhood Teachers (ECT) are not eligible.





Lead Educator Bonus (LEB).

The LEB will not be payable to any team member who is working their notice or subject to a performance management process on the date the bonus is paid.

The LEB, will be paid after 31 January for the previous year. For example, the 2024 LEB will be paid on 1 February 2025.

This initiative may be withdrawn or amended by Sparrow at any time.

If Government legislation changes such that the LEB is no longer lawful then the LEB will cease. Where amounts paid under the LEB initiative exceed any legislative minimum entitlements, any amount paid in excess of these minimum entitlements may be used to offset any entitlement that may otherwise have been applicable.

You may opt-out of the LEB Initiative if you wish by emailing payroll@sparrow.edu.au.

