

STAFF BENEFITS

2023



CATHOLIC
ARCHDIOCESE
OF SYDNEY

FLEXIBLE WORKING CONDITIONS

It is important to the Archdiocese that staff have a healthy blend of work and family and personal life. We try to provide accommodating work options across our organisation that support our people in balancing their professional and personal commitments. This includes through the Archdiocese's **Remote Work Policy**, part-time employment options, and other flexible modes of working for suitable roles.

GENEROUS AND SUPPORTIVE LEAVE ENTITLEMENTS

The Archdiocese's recognises the importance of staff having the opportunity to take time to relax, reflect and recharge, as well as look after themselves and their families in times of need.

In addition to annual leave, personal/carer's leave and long service, the Archdiocese offers other leave provisions, including **paid study leave**, generous **paid parental leave** (which may be taken flexibly), one day per year **paid volunteer leave**, up to five days per year **paid family and domestic violence leave**, and **paid ex-gratia leave between Christmas and New Year's** at the discretion of the Archdiocese.

Please note that some forms of leave will be available based on eligibility and in accordance with your status as a part-time, full-time or casual employee.

ATTRACTIVE SALARY PACKAGING OPPORTUNITIES AND CONCESSIONS FOR RELIGIOUS PRACTITIONERS

Because the Catholic Archdiocese of Sydney is a not-for-profit organisation with a registered charity status with the ACNC, our staff members can take advantage of **especially attractive salary packaging opportunities** that may offer significant tax savings – which could mean more money in your pocket.

As an employee of the Archdiocese, you can salary package up to \$15,900 per Fringe Benefit Tax (FBT) year (1 April – 31 March). Depending on the nature of the items being packaged, these may be exempt from FBT; concessional taxed; or a fully taxed benefit (effectively 32% of gross remuneration). Some examples of items that may be packaged include mobile phones, laptops, as well as rent and mortgage repayments, amongst other things.

Furthermore, most salary packaging companies charge up to \$275 per annum dependent on the nature and extent of fringe benefits to provide this benefit, however the Archdiocese offers this to its staff free of charge.

Please note that these benefits will be relevant and apply to each staff member differently based on their individual circumstances and the nature of their engagement with the Archdiocese.

WORKPLACE BANKING PROGRAM

The Catholic Archdiocese of Sydney has partnered with CommBank to establish a Workplace Banking Program, providing staff **access to benefits and personalised banking support and solutions**. As part of the program, staff get exclusive access to banking benefits, special lifestyle offers and discounts, and financial wellbeing support and education workshops. You don't even need to bank with CommBank to make use of the program.



WELLNESS AND SAFETY AT WORK

Your safety and wellbeing at work is important to us and we have a number of programs in place to support you.

Our *Work Health Safety Management System* provides our people with a **physically and psychologically safe place to work**. Training is also provided to staff focusing on key areas around safety and wellbeing.

Employees and their immediate families also have access to professional and confidential short term counselling 24/7 through the Archdiocese's **Employee Assistance Program**, provided by AccessEAP.

The Archdiocese also operates an **employer funded flu vaccination program** offering all staff the opportunity to get the flu vaccine annually at the workplace.

COMMITMENT TO ONGOING GROWTH AND PERSONAL AND PROFESSIONAL DEVELOPMENT

The Archdiocese offers a supportive and professional environment with a culture based on collaboration, excellence and nurturing its people.

Our Archdiocesan Professional Development Assistance policy offers **financial assistance and study leave to staff for relevant courses and learning initiatives**. Each Agency also has its own professional development budget to provide staff with tailored learning and development opportunities.

The Archdiocese also recently partnered with LEDA to implement **12 month leadership program** offered to staff identified as current and emerging leaders which is fully funded by the employer and completed by staff during paid work time.

As part of our development and review processes, staff and managers are encouraged to **create and track both professional and personal goals** to ensure ongoing growth and appropriate supports are in place to enable career and personal progression.

The Archdiocese also hosts **Annual Retreat Days** at the Benedict XVI Retreat Centre at Grose Vale, where staff are invited to attend for a paid day of reflection and formation with time for prayer, personal development and relationship building with colleagues and to focus on the mission of the Archdiocese.

DISCRETIONARY SUPPORT

The Archdiocese constantly reviews how it might continue to support its people and to supplement the suite of benefits provided to its staff, **additional wellbeing initiatives are occasionally offered** on an ad-hoc basis.

The Archdiocese also provides **support to individuals dealing with significant events** at its discretion on a needs basis.

For more information on these Archdiocesan employee benefits, please contact People & Culture.





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