



CATHOLIC  
ARCHDIOCESE  
OF SYDNEY

# STAFF BENEFITS

2025

## CATHOLIC ARCHDIOCESE OF SYDNEY - STAFF BENEFITS 2025

### 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 ten days per year **paid family and domestic violence leave**, **cultural, ceremonial and sorry business 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.

### 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

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.

Staff at St Marthas Leichhardt also have free access to a purpose-built **on-site gym** along with access to **free personal training** sessions.



## 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 has recently partnered with a number of external providers to offer a range **leadership programs** offered to staff identified as current and emerging leaders, 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.

Additionally, our People and Culture team develop an annual **Learning & Development Calendar** for Archdiocesan staff, which offers a series of monthly topics that cover a broad range of topics from our faith and ministry, to mental wellbeing, financial literacy, and many more – all delivered by subject matter experts.

The Archdiocese also hosts **Annual Retreat Days** at various off-site retreat centre locations, 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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