

دَسَمو، لَتَهَقَن يَلِمَهوَدَهَنَن fairwork.gov.au بَ مَدُه، قَن Fair Work Ombudsman بَل جَلِبوَه، مِئَنَن 131 394
لِئَنَن مَهوَدَكِنوَكَن مَه:

- مَهوَدَكَن جَلِبوَه
- مِئَنَن لَتَهَقَن دَلَه دَوَن دَوَلَتَن
- Fair Work Act 2009
- بَلَن دَ Fair Work Ombudsman

دُنَجَب جِد قَدَبَكِهَه

كَل مَكُه نَبَقَكَن دَسَجِبَه، Parental Leave Pay قَن قَلَكَن مِ قَدَو دَسوَدَكِيس مَه، مَهوَن مِئَنَن. نَسَن جِد مِئَنَن
دَسو، مَهوَن لَه مَه مِئَنَن مَه، دَسوَدَكِيس مَه، مِ قَدَو مِئَنَن مِئَنَن دَسوَدَكِيس مَه.

مِئَنَن دِئَهَبَقِهَه

قَن دِئَهَبَقِهَه، دِئَهَبَقِهَه، لَه مَهوَن دَ Paid Parental Leave، لَكَل دِئَهَبَقِهَه، كَه دِئَهَبَقِهَه، بَلَب، قِئَهَه،
دِئَهَبَقِهَه، لِس لَهوَن مِئَنَن بَل يَمِئَنَن بَ مَهوَن دِئَهَبَقِهَه، بَ مَهوَن دِئَهَبَقِهَه، بَ مَهوَن دِئَهَبَقِهَه، لِس
Leave Pay قَن نَب قَلَكَن دَل مَه، مِئَنَن دَسَجِبَه، لِس مَهوَنَن قَلَكِيس، نَبَقَكَن مَكُه دِئَهَبَقِهَه، لِس لَهوَن مِئَنَن
مِ قَدَو دِئَهَبَقِهَه مِئَنَن مِئَنَن قَلَكِيس مَه. مَه مَهوَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن M
مِئَنَن دَ Centrelink Business Online Services مَهوَنَن مِئَنَن مِئَنَن AUSKey.

بِج AUSKey بَلَب قِئَهَه دِئَهَبَقِهَه، مِئَنَن دِئَهَبَقِهَه، لَب مِئَنَن دِئَهَبَقِهَه مِئَنَن بَل يَمِئَنَن مِئَنَن
لِئَنَن دِئَهَبَقِهَه، AUSKey مِئَنَن مِئَنَن مِئَنَن دِئَهَبَقِهَه دِئَهَبَقِهَه (ATO) Australian Taxation Office. لِئَنَن بِل
AUSKey، مِئَنَن مِئَنَن مِئَنَن Australian Business Register لِئَنَن مِئَنَن لَه abr.gov.au مِئَنَن مِئَنَن
قِئَهَه، دِئَهَبَقِهَه، قَن مَهوَن دَ Paid Parental Leave مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن
مِئَنَن دَ ATO مِئَنَن مِئَنَن مِئَنَن Centrelink Business Online Services.

بَ لِبَلَكِهَه، بِل AUSKey بَ مِئَنَن مِئَنَن مِئَنَن ATO، مِئَنَن قِئَهَه، دِئَهَبَقِهَه، لِقِمَوَن Centrelink
Business Online Services، مِئَنَن لِس قِئَهَه، دِئَهَبَقِهَه، لِس، بَ دِئَهَبَقِهَه، لِس، مَهوَنَن مِئَنَن، بِل
دِئَهَبَقِهَه، مِئَنَن مِئَنَن مِئَنَن بِل يَمِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن M
Online Services بَ لِس مِئَنَن، دِئَهَبَقِهَه، لِس يَمِئَنَن، قِئَهَه، دِئَهَبَقِهَه، مِئَنَن قَلَكِيس، لِئَنَن مِئَنَن
بَل جَلِبوَه، مِئَنَن 131 158.

قَن مَهوَن مَهوَدَكِنوَكَن

- دَسَمو، لَتَهَقَن humanservices.gov.au/pplemployers لِئَنَن مَهوَن مَهوَدَكِنوَكَن لِئَنَن مِئَنَن
- دَسَمو، لَتَهَقَن humanservices.gov.au/yourlanguage بِلَب دِئَهَبَقِهَه، دِئَهَبَقِهَه، بِل
دِئَهَبَقِهَه، مِئَنَن مِئَنَن مِئَنَن
- مَدُه، بَل مِئَنَن 131 202 لِمَهوَنَن بِلَب لِئَنَن مِئَنَن، مَه مَهوَنَن مِئَنَن مِئَنَن دَ Centrelink
- مَدُه، قَن Translating and Interpreting Service (TIS National) بَل مِئَنَن
- 131 450 لِمَهوَنَن بِلَب لِئَنَن مِئَنَن، مَه مَهوَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن M
Child Support مِئَنَن Medicare دَ مِئَنَن مِئَنَن مِئَنَن
- مِئَنَن، لِبَد مِئَنَن مِئَنَن.

مِئَنَن: مِئَنَن جَلِبوَه مِئَنَن جَلِبوَه مِئَنَن، دِئَهَبَقِهَه لِئَنَن مِئَنَن مِئَنَن '13' مِئَنَن مِئَنَن مِئَنَن مِئَنَن
بِلَب مِئَنَن مِئَنَن مِئَنَن، مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن
مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن M
جَلِبوَه مِئَنَن مِئَنَن مِئَنَن (مِئَنَن) بِلَب مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن
دِئَهَبَقِهَه، لَه بِلَب مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن مِئَنَن M.



The Paid Parental Leave scheme: Information for employers about new parents on leave from work

The Australian Government provides financial support for eligible parents through the Paid Parental Leave scheme. This helps parents take time off work to care for a newborn or recently adopted child.

This scheme has 2 payments available to working parents:

- Parental Leave Pay
- Dad and Partner Pay.

Parental Leave Pay is for the child's primary carer. Parents can get up to 18 weeks' paid leave.

Dad and Partner Pay is for working dads or partners, including adopting parents and same-sex couples. They can get up to 2 weeks' paid leave.

Full-time, part-time, casual, seasonal, contract and self-employed workers may be eligible for either payment.

An employee may still get these payments if there is a stillbirth or infant death.

How the scheme helps your business and parents

The Paid Parental Leave scheme helps you:

- keep valuable and skilled staff by encouraging them to stay connected with your workplace when they become parents
- create a family friendly workplace without having to fund Parental Leave Pay yourself
- increase workforce participation for new parents in the long-term.

The scheme helps parents by:

- giving them financial help while they take time off work to care for a new child
- promoting equality between men and women and balance between work and family life.

Your role in the scheme

You play an important role in the Paid Parental Leave scheme.

Your employee may ask to take leave so they can get Parental Leave Pay or Dad and Partner Pay.

It is up to your employee to apply for Parental Leave Pay through us and negotiate leave arrangements with you. To get Parental Leave Pay, your employee must meet all [eligibility requirements](#).

We will contact you if you have to provide Parental Leave Pay to an employee. We will also provide the necessary Paid Parental Leave funds to you.

You need to provide Parental Leave Pay for an eligible employee who:

- has a newborn or recently adopted child



- has worked for you for at least 12 months before the expected date of birth or adoption
- will be your employee until at least the end of their Paid Parental Leave period
- lives in Australia, and
- is expected to get at least 8 weeks of Parental Leave Pay.

Your business must have an Australian Business Number (ABN) to participate in the scheme.

If your employee does not meet the above criteria, you are not required to provide Parental Leave Pay. However, if you both agree, you can still choose to provide it to your employee if they are eligible. You will not need to provide Parental Leave Pay to your employee before you have received the funds from us.

With Dad and Partner Pay, you only need to be aware that your employee may ask you about taking unpaid leave so they can get Dad and Partner Pay. You do not have to provide Dad and Partner Pay to your employee. We will assess their individual claim and pay them if they are eligible.

Talking to your employee about parental leave

If your employee is expecting or adopting a child, talk to them early about their plans.

Some topics to cover are:

- what leave is available and how it might be taken at the same time as Parental Leave Pay (for example, paid or unpaid leave)
- when your employee would like to start their leave and when they expect to return to work
- how they would like to manage their return to work (for example, returning part-time)
- information your employee needs to provide us about your business when they lodge a claim for Parental Leave Pay.

Effect on leave entitlements

The scheme does not give your employees an entitlement to leave. Your employee's Parental Leave Pay or Dad and Partner Pay is an addition to their employer provided leave entitlements.

Your long-term employees can get a minimum of 12 months unpaid parental leave under the *Fair Work Act 2009*. They can also ask for an additional 12 months unpaid leave on top of this. A long-term employee is someone who has worked for your business for 12 months or more.

If your employee is part of a couple, both may get unpaid parental leave under the National Employment Standards. In these cases, there are some other minimum entitlements you need to be aware of. For example, being able to take up to 3 weeks of unpaid leave at the same time, immediately after the birth or adoption. If you agree, they can take it any time in the first 6 weeks after the birth or adoption. They are also entitled to 24 months unpaid parental leave between the 2 of them.

You cannot withdraw an entitlement to paid maternity or parental leave if it is provided through an industrial agreement or law. This applies for the life of the agreement or law.

Go to **fairwork.gov.au** or call the Fair Work Ombudsman on **131 394** for information about:

- employment entitlements
- workplace obligations
- the *Fair Work Act 2009*
- the role of the Fair Work Ombudsman

How we will pay you

You do not have to provide Parental Leave Pay before you have received the funds from us. We will transfer funds into your nominated bank account before your employee's usual pay cycle cut-off.

Registering your business

To participate in the Paid Parental Leave scheme, you need to register your business with us. You can do this either online or over the phone. If you want to opt in to administer Parental Leave Pay for employees you are not required to provide it to, you will need to do this before they submit their claim to us. The easiest way to register for the Paid Parental Leave scheme is by using Centrelink Business Online Services with an AUSKey.

An AUSKey is a digital credential that allows you to access a range of online government services on behalf of your business. AUSKey has replaced the Australian Taxation Office (ATO) digital certificate. To get an AUSKey, visit the Australian Business Register website in English at abr.gov.au. You can then register for the Paid Parental Leave scheme with your AUSKey or current ATO digital certificate any time through Centrelink Business Online Services.

If you do not have an AUSKey or ATO digital certificate, you can still register for Centrelink Business Online Services but you will not be able to add or update your bank details, or add new users online. If you choose not to use Centrelink Business Online Services or you do not have access to the internet, you can register by calling us in English on **131 158**.

For more information

- go to humanservices.gov.au/pplemployers for more information in English
- go to humanservices.gov.au/yourlanguage where you can read, listen to or watch information in your language
- call **131 202** to speak with us in your language about Centrelink payments and services
- call the Translating and Interpreting Service (TIS National) on **131 450** to speak with us in your language about Medicare and Child Support payments and services
- visit a service centre.

Note: calls from your home phone to '13' numbers from anywhere in Australia are charged at a fixed rate. That rate may vary from the price of a local call and may also vary between telephone service providers. Calls to '1800' numbers from your home phone are free. Calls from public and mobile phones may be timed and charged at a higher rate.

Disclaimer

The information contained in this publication is intended only as a guide to payments and services. It is your responsibility to decide if you wish to apply for a payment and to make an application with regard to your particular circumstances.