



Paid Parental Leave计划: 雇主须知——关于新生儿父母休假的信息

澳大利亚政府通过Paid Parental Leave计划为符合条件的父母提供经济支持该计划有助于父母抽出时间照顾新生儿或新近收养的孩子。

该计划向在职父母提供两种福利金:

- Parental Leave Pay
- Dad and Partner Pay.

Parental Leave Pay的发放对象是孩子的主要照顾者。家长可以获得长达18周的带薪休假。

Dad and Partner Pay 的发放对象是在职父亲或其伴侣, 包括收养孩子的家长和同性伴侣。他们可以获得长达2周的带薪休假。

全职工、半职工、临时工、季节工、合同工和个体经营者可能有资格获得其中的一种福利金。

如果发生死产或婴儿夭折的情况, 您的员工(新生儿家长)仍可以获得此类福利金。

该计划如何帮助您的企业和新生儿家长

Paid Parental Leave计划可帮助您:

- 留住有价值、有技术的员工, 鼓励他们在成为家长后与工作单位保持联系
- 创建一个家庭友好型的工作场所, 无需自己负担Parental Leave Pay福利金。
- 从长远来看, 提升新生儿家长的劳动力参与度。

该计划帮助家长的方式为:

- 在他们需要休假照顾新生儿时, 为其提供经济帮助;
- 促进男女平等, 兼顾工作与家庭生活。

您在该计划中的角色

您在Paid Parental Leave计划中扮演着重要的角色。

您的员工可能会要求休假, 以获得Parental Leave Pay或Dad and Partner Pay福利金。

您的员工可通过我们申请Parental Leave Pay并与您协商休假安排。要获得Parental Leave Pay您的员工必须符合所有, [资格要求](#)。

如果您必须向员工提供Parental Leave Pay, 我们会与您联系。我们还将为您提供必要的Paid Parental Leave资金。



您需要为符合条件的员工提供Parental Leave Pay，即：

- 孩子刚出生或最近收养了孩子
- 在预产期或领养日期之前至少工作了12个月
- 将至少在领取Paid Parental Leave福利金期结束之前一直是您的雇员
- 生活在澳大利亚，且
- 按规定应获得至少8周的Parental Leave Pay。

您的企业必须要有Australian Business Number (ABN)才能参与该计划。

如果员工不符合上述标准，雇主则无需提供Parental Leave Pay。但如果劳资双方达成一致且员工符合条件，雇主仍可以选择将该福利金提供给员工。在您从我们这里收到福利金之前，您不需要向您的员工提供Parental Leave Pay。

对于有关Dad and Partner Pay福利金的事宜，您只需要知道员工可能会询问您是否得休无薪假才可获得Dad and Partner Pay。您不一定要向您的员工提供Dad and Partner Pay福利金。我们将评估他们的个人申请并在符合条件的情况下支付福利金。

就育儿休假事宜与您的员工沟通

如果您的员工要生孩子或收养孩子，请尽早与他们沟通，讨论他们的计划。

需要讨论的一些话题包括：

- 有哪些假期可用，以及如何在领Parental Leave Pay福利金的同时休假（例如，有薪或无薪假期）。
- 员工想要何时开始休假，以及他们希望何时重返工作岗位
- 他们如何安排重返工作岗位的事宜（例如，返岗从事兼职工作）
- 当员工提出Parental Leave Pay福利金申请时，需要向我们提供有关您企业的信息。

对休假权利的影响

该计划并未给予员工休假的权利。Parental Leave Pay或Dad and Partner Pay是雇主提供的休假权利以外的福利。

根据*Fair Work Act 2009*，您的长期雇员可享受至少12个月的无薪育儿假。他们还可以要求额外12个月的无薪假。长期雇员是指为您的企业工作了12个月或更长时间的人。

如果您的员工有伴侣，则二人可根据National Employment Standards获得无薪育儿假。在这些情况下，您还需要注意一些其他最基本的权利。例如，在孩子出生或被收养后，随即可休多达3周的无薪假。如果您同意，他们可以在孩子出生或被领养后的6周内随时休假。他们还有权在二人之间获得24个月的无薪育儿假。

如果通过劳资协议或法律提供，则您无法撤回员工带薪产假或育儿假的权利。这在协议或法律的有效期内适用。

请访问fairwork.gov.au或致电**131 394**联系Fair Work Ombudsman获取以下信息：

- 就业权利
- 职场义务
- *Fair Work Act 2009*
- Fair Work Ombudsman的角色

我们将如何付款给您

在您收到我们的资金之前，您无需提供Parental Leave Pay。在员工通常的工资周期截止之前，我们会将资金转入您指定的银行账户。

企业注册

要参加Paid Parental Leave计划，您需要向我们注册您的企业。您可以在线或通过电话进行注册。如果您想要为员工发放Parental Leave Pay，则无需递交申请，您需要在员工向我们提交申请之前进行注册。注册Paid Parental Leave计划的最简单方法就是通过AUSkey使用Centrelink Business Online Services。

AUSkey是一种数字凭证，允许您代表您的企业访问一系列在线政府服务。AUSkey已取代Australian Taxation Office (ATO) 数字证书。获取AUSkey，请访问Australian Business Register 英文网站：abr.gov.au。然后，您可以随时通过Centrelink Business Online Services 使用AUSkey或当前ATO 数字证书注册 Paid Parental Leave计划。

如果您没有AUSkey或ATO数字证书，您仍然可以注册Centrelink Business Online Services，但您将无法添加或更新您的银行详细信息，或在线添加新用户。如果您选择不使用Centrelink Business Online Services，或者您无法访问互联网，您可以用英语致电 **131 158**进行注册。

更多信息

- 请访问 humanservices.gov.au/pplemployers 以获取更多英文信息
- 请访问 humanservices.gov.au/yourlanguage 阅读、收听或观看相关中文信息。
- 拨打**131 202**使用中文垂询Centrelink的相关福利金与服务。
- 拨打**131 450**联系Translating and Interpreting Service (TIS National)，用中文垂询Medicare和Child Support的相关福利金与服务。
- 访问服务中心。

注意： 澳大利亚境内座机拨打“13”开头的号码按固定费率收费。该费率可能与本地通话费用有所不同，也可能会因电话服务提供商不同而有所差异。座机拨打“1800”号码是免费的。公共电话和移动电话拨打可能会计时并以较高费率收取费用。

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本出版物所包含信息仅用作福利金和服务指南。您有责任决定是否要申请福利金，并针对您的具体情况提出申请。



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.