



Paid Parental Leave scheme 僱主須知

在出生或被收養之後，孩子在至關重要的頭幾個月可以跟父母共度珍貴時光，具有重要意義。我們知道，父母有時可能無法上班，而 Paid Parental Leave scheme 可以幫助父母及僱主平衡協調。

Paid Parental Leave scheme 由 Australian Government 撥款資助，在新手父母休假照顧他們的新生嬰兒或最近收養的孩子時，為他們提供經濟上的支持。根據計劃，有兩種給付可以提供予符合資格的在職父母：

- 孩子的主要照顧者（通常為母親）可以領取最多 18 個星期的 Parental Leave Pay
- 從 2013 年 1 月 1 日起，父親或配偶（包括養父母及同性夫婦）可以領取最多兩個星期的 Dad and Partner Pay。

全職、兼職、臨時、季節性、合同和自僱工人或許符合資格領取上述任何一種給付。

備註：若發生死產或嬰兒夭折，僱員或許依然符合資格領取 Parental Leave Pay 或 Dad and Partner Pay

Paid Parental Leave scheme 為澳洲商戶和父母提供幫助

Paid Parental Leave scheme 有助於：

- 在僱員榮升父母之時，透過鼓勵他們與您的工作場所保持聯繫，留住有價值有技能的員工
- 在無需自己資助 Parental Leave Pay 的情況下，讓工作場所條件更適宜於有家庭的員工
- 增加父母勞工參與率(長遠來說)。

計劃同時通過以下方式為父母提供幫助，：

- 承認暫時離開有酬工作場所照顧孩子是父母雙方正常生活和工作的一部份。
- 促進男女平等以及工作和家庭生活之間的平衡。

計劃如何對您及您的僱員發揮作用

無論您經營的生意規模大小如何，或者您有多少名僱員-您都在 Paid Parental Leave scheme 中扮演重要的角色。

僱員可能向您提出無薪假期要求，以便領取 **Dad and Partner Pay**。欲查詢更多關於您的僱員的請假權利，請閱讀此小冊子下一部份名為《有薪育嬰假計劃及工作場所權利》的內容。作為他們的僱主，您無需向您的僱員支付 **Dad and Partner Pay**。我們會評估他們的個人申請，如果他們符合資格，就向您的僱員提供給付。

在大多數情況下，**Parental Leave Pay** 透過僱主向符合資格的父母提供。

評估您的僱員是否符合資格領取 **Parental Leave Pay** 是我們的工作。第一步是要讓您的僱員向我們遞交申請。然後，如果要求您支付 **Parental Leave Pay**，我們會聯絡您並為您提供所有所需資訊。

在您需要向您的僱員支付 **Parental Leave Pay** 之前，您將會收到我們撥出的款項，並以向僱員支付正常週薪或月薪的方式支付。

您將會被要求向符合以下條件的合資格僱員支付 **Parental Leave Pay**：

- 在孩子預產期或被收養之前，已經為您工作至少 12 個月
- 在他們的 **Paid Parental Leave period** 將為您的僱員
- 身處澳洲，以及
- 預期領取至少八個星期的 **Parental Leave Pay**。

您的公司必須有 **Australian Business Number (ABN)** 方可參與此項計劃。

如果您的僱員符合資格領取 **Parental Leave Pay**，但您沒有被要求支付，我們會直接支付給他們。但是，如果您希望參與並在您的僱員放假時與他們保持聯絡（而且得到了僱員的同意），我們將會撥款給您向他們支付 **Parental Leave Pay**。

Paid Parental Leave scheme 及工作場所權利

Paid Parental Leave scheme 不會改變您的僱員的任何現有假期權利或賦予他們新的假期權利。這是因為，此計劃提供的是給付而非請假的權利，對您的僱員的假期積存不會造成影響。

您或許已經知道，根據《2009 年公平工作條例》，您的長期僱員有權利獲得至少 12 個月的無薪育嬰假。除此之外，他們還可以要求額外 12 個月的無薪假期。長期僱員是指已經在您的公司工作 12 個月或以上。

如果您的僱員是一對同公司工作的夫婦，並且根據 **National Employment Standards**，夫婦雙方都有權利獲得無薪育嬰假，那麼，有一些其他的最低限度權利是需要您留意的。例如，他們可以在嬰兒出生或被收養之後立即同時放三個星期的無薪假期；或者，如果您同意，可以讓他們在嬰兒出生或被收養的最初六個星期的任何時間同時放三個星期的無薪假期。此外，他們兩人還有權分享 24 個月的無薪育嬰假。

如果您當前根據行業協議或條例提供有薪產假或育嬰假，您需要知道，在協議或條例生效期間，您不得撤銷該項權利。

欲查詢更多關於僱傭權利、工作場所義務或《2009 年公平工作條例》的資訊，請登入 **fairwork.gov.au** 或致電 **131 394** 聯絡 Fair Work Ombudsman。

與您的僱員商討 **Parental Leave Pay**

如果您的僱員正在待產或收養孩子，最好儘早跟他們商討他們的請假打算以及他們是否希望領取及何時領取 **Parental Leave Pay**。記住，從他們成為孩子的主要照顧者開始，直到他們的 **Paid Parental Leave period** 結束之時，您的僱員都必須放假或不工作，方符合資格領取 **Parental Leave Pay**。

Parental Leave Pay 是靈活的。您的僱員可以在同一時間領取任何類型的有薪或無薪假期，但是放假時段必須是連續的，最長可達到 18 個星期。例如，他們可以放四個星期的年假，然後六個星期的有薪產假，然後八個星期的無薪育嬰假，這些假期都包含在他們領取的 18 個星期的 **Parental Leave Pay** 之內。

您的僱員遞交申請時會告知我們他們希望自己的 **Paid Parental Leave period** 何時開始。放假期可以從他們的孩子出生之日或稍後的日子開始。他們必須在孩子出生或收養後的 52 個星期之內領取所有 **Parental Leave Pay**。

我們如何向您支付

如果您被要求向您的僱員支付 **Parental Leave Pay**，通常，您會首先收到來自我們的款項。在我們向您支付款項之前，您沒有義務要支付您的僱員。我們會在您的僱員的薪金支付週期截止日之前，將款項經由電子轉帳到您指定的銀行帳戶。

登記您的公司

您需要登記您的公司的詳情，方可提供 **Parental Leave Pay**。在我們聯絡您之前，您無需這樣做，但是，您可以提前登記，作好準備。

AUSkey 或有效的 Australian Taxation Office digital certificate 是您在線登記及管理您的資料的簡便方式。如果您有以上兩者之一，您可以登入 **humanservices.gov.au**，隨時透過 Business Online Services 進行登記。如果您沒有，您可以登入 **auskey.abr.gov.au** 申請。

如果您選擇不要 AUSkey 或者您不能上網，您可以致電 **131 158** 聯絡我們特設的 National Business Gateway 服務中心進行登記。在整個過程中，我們非常樂意為您提供幫助並解答您可能存在的任何疑問。

瞭解更多資訊

欲查詢更多關於 Paid Parental Leave scheme 的資訊：

- 登入 **humanservices.gov.au/ppemployers**
- 致電 **131 158** 聯絡我們的 National Business Gateway。

欲查詢更多關於工作權利和工作場所義務的資訊：

- 登入 **fairwork.gov.au**
- 致電 **131 394**。

欲查詢政府資訊及獲取專為澳洲商戶提供的服務，請登入 **business.gov.au**

您亦可以致電 Small Business Support Line **1800 777 275**（星期一至星期五，澳洲東部標準時間上午 8 時至晚上 8 時）。

免責聲明

這些資訊截至 2012 年 9 月皆為準確無誤的。如果您在此日期之後使用此出版物，請聯絡我們確定所提供的詳細資料是否有效。



Paid Parental Leave scheme for employers

It's important for children to spend quality time with their parents in the vital early months following birth or adoption. We know parents may need to take time off work, and the Paid Parental Leave scheme can help parents and employers find that balance.

The Paid Parental Leave scheme is funded by the Australian Government and provides financial support for new parents while they're off work, caring for their newborn or recently adopted child. There are two payments available to eligible working parents under the scheme:

- the child's primary carer (usually the mother) may receive up to 18 weeks of Parental Leave Pay
- from 1 January 2013, fathers or partners (including adopting parents and same-sex couples) may receive up to two weeks of Dad and Partner Pay.

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

Note: an employee may still be eligible for Parental Leave Pay or Dad and Partner Pay in the event of a stillbirth or infant death.

The Paid Parental Leave scheme helps Australian businesses and parents

The Paid Parental Leave scheme helps you:

- retain valuable and skilled staff by encouraging them to stay connected with your workplace when they become parents
- enhance family friendly workplace conditions without having to fund Parental Leave Pay yourself
- in the long-term, through the increased workforce participation of parents.

The scheme also helps parents by:

- recognising that taking time out of the paid workforce to care for a child is part of the usual course of life and work for both parents
- promoting equality between men and women and balance between work and family life.

How the scheme works for you and your employees

It doesn't matter if your business is big or small, or how many employees you have—you play an important role in the Paid Parental Leave scheme.

An employee may ask you about taking unpaid leave so they can get Dad and Partner Pay. For more information about your employees' leave entitlements, read the next section of this brochure called *The Paid Parental Leave scheme and workplace entitlements*. As their employer, you don't play a role in providing Dad and Partner Pay to your employees. We will assess their individual claims and pay your employees if they are eligible.

In most cases, Parental Leave Pay is provided to eligible parents by their employer.

It's our job to assess whether your employee is eligible for Parental Leave Pay. The first step is for your employee to lodge a claim with us. We'll then contact you if you're required to provide Parental Leave Pay and give you all the information you need.

You will receive the funds from us before you need to provide Parental Leave Pay to your employee. You do this in the way you would normally pay their salary or wages.

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

- has worked for you for at least 12 months before the expected date of birth or adoption
- will be your employee for their Paid Parental Leave period
- is Australian-based, and
- is expected to receive at least eight weeks of Parental Leave Pay.

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

If your employee is eligible for Parental Leave Pay but you aren't required to provide it, we'll pay them directly. However, if you'd like to be involved and remain connected to your employee while they're away (and your employee agrees), we will fund you to provide their Parental Leave Pay.

The Paid Parental Leave scheme and workplace entitlements

The Paid Parental Leave scheme doesn't change any of your employee's existing leave entitlements or give them a new entitlement to leave. This is because it provides payments and not an entitlement to leave, and has no effect on your employee's leave accrual.

You might already know your long-term employees are entitled to a minimum 12 months unpaid parental leave under the *Fair Work Act 2009*. They can also request 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 and both people are entitled to unpaid parental leave under the National Employment Standards, there are some other minimum entitlements you should be aware of. For example, they are able to take up to three weeks of unpaid leave at the same time either immediately after the birth or adoption or, if you agree, at any time in the first six weeks after their child's birth or adoption. Also, they're entitled to 24 months unpaid parental leave between the two of them.

If you currently provide paid maternity or parental leave through an industrial agreement or law, you need to know you can't withdraw that entitlement for the life of the agreement or law.

For more information about employment entitlements, workplace obligations or the *Fair Work Act 2009* go to fairwork.gov.au or call the Fair Work Ombudsman on **131 394**.

Talking to your employee about Parental Leave Pay

If your employee is expecting or adopting a child, it's a good idea to talk to them early about their intention to take leave and if and when they'd like to receive Parental Leave Pay. Keep in mind, to be eligible for Parental Leave Pay, your employee must be on leave or not working from the time they become their child's primary carer until the end of their Paid Parental Leave period.

Parental Leave Pay is flexible. Your employee can take it at the same time as any type of paid or unpaid leave, but it must be taken in a continuous block of up to 18 weeks. For example, they could take four weeks of annual leave, then six weeks of paid maternity leave and then eight weeks of unpaid parental leave, all while they're receiving 18 weeks of Parental Leave Pay.

When they lodge their claim, your employee will tell us when they want their Paid Parental Leave period to start. It can start from the day their child is born or on a later date. They must receive all of their Parental Leave Pay within 52 weeks of the birth or adoption.

How we'll pay you

If you're required to provide Parental Leave Pay to your employee, you'll always receive the funds from us first. You have no obligation to pay your employee until we pay you. We'll transfer funds electronically to your nominated bank account before your employee's usual pay cycle cut-off.

Registering your business

To provide Parental Leave Pay, you need to register your business details. You don't need to do it until we contact you, but you can prepare by registering early.

An AUSkey or current Australian Taxation Office digital certificate is your shortcut to registering and managing your details online. If you have one, you can register any time through Business Online Services at **humanservices.gov.au**. If you don't have one, you can get one at **auskey.abr.gov.au**

If you choose not to get an AUSkey or you don't have access to the internet, you can register by calling our dedicated National Business Gateway on **131 158**. We are more than happy to help you through the process and answer any questions you may have.

To find out more

For more information about the Paid Parental Leave scheme:

- visit **humanservices.gov.au/pplemployers**
- call our National Business Gateway on **131 158**.

For more information about working entitlements and workplace obligations:

- visit **fairwork.gov.au**
- call **131 394**.

For access to government information and services for Australian businesses visit **business.gov.au**

You can also call the Small Business Support Line on **1800 777 275** (8.00 am to 8.00 pm Australian Eastern Standard Time, Monday to Friday).

Disclaimer

This information is accurate as at September 2012. If you use this publication after that date, please check with us that the details are current.