# Employee Parental Leave Checklist

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| **GOING ON PARENTAL LEAVE** |
| **Action** | **Resources** | **Complete By** |
| Work out whether you are entitled to Parental Leave (paid and unpaid). | <https://www.employment.govt.nz/leave-and-holidays/parental-leave/eligibility/> [PHARMAC Parental Leave Policy](https://objective.pharmac.dom/id%3AA1107633/document/versions/latest)Ask HR if you have any questions | Once you know you are pregnant  |
| Advise your Line Manager and discuss the dates that you wish to take Parental Leave. | Verbal conversation | As early as possible (usually after 12 week scan) |
| Provide written confirmation to your Line Manager of the dates you intend to take Parental Leave and a Medical Certificate confirming the expected due date. | [Letter template](https://objective.pharmac.dom/id%3AA723746/document/versions/latest) | At least 3 months prior to your expected due date. |
| If you are planning on transferring any of your leave entitlement to your partner, you will also need to provide your Line Manager with a letter outlining those details.  | <https://www.employment.govt.nz/leave-and-holidays/parental-leave/how-to-apply-for-parental-leave/parental-leave-forms-and-letters/>  | At least 3 months prior to your expected due date.  |
| Once you have confirmed the dates of the Parental Leave with your employer, you can apply to the IRD for Paid Parental Leave. Please complete the Employee section then pass on to Payroll to complete the Employer section. | <http://www.ird.govt.nz/forms-guides/number/forms-800-899/ir880-form-paid-parental-leave-app.html>  | Either before or during your Parental Leave. Must be submitted before you return to work or resign from work.  |
| Do you wish to continue your KiwiSaver contributions while on Parental Leave? If so please complete the attached form and send it to the IRD along with your Paid Parental Leave Application. | <http://www.ird.govt.nz/forms-guides/keyword/kiwisaver/ks02-form-ks-employee-deductions.html>  | Either before or during your Parental Leave. Must be submitted before you return to work or resign from work. |
| Meet with Payroll to discuss PHARMAC Parental Leave Payment. | Verbal conversation with Payroll | Prior to the start of your Parental Leave.  |
| **RETURNING FROM PARENTAL LEAVE** |
| **Action** | **Resources** | **Complete By** |
| If you are returning to work as planned at the end of your Parental Leave, please provide your Line Manager with written confirmation. | <https://www.employment.govt.nz/leave-and-holidays/parental-leave/returning-to-work/>  | At least 21 days prior to your expected return to work date.  |
| In certain circumstances you may wish to return to work earlier than planned. Please discuss this with your Line Manager and provide written notice of the date that you would like to return to work.  | <https://www.employment.govt.nz/leave-and-holidays/parental-leave/returning-to-work/>  | At least 21 days prior to the date that you would like to start work.  |
| If you plan to request a Flexible Work Arrangement upon your return to work (e.g. part-time hours) please read the attached policy and speak to your Line Manager as soon as possible to discuss this.  | <https://www.employment.govt.nz/workplace-policies/productive-workplaces/flexible-work/> [PHARMAC Flexible Working Policy](https://objective.pharmac.dom/id%3AA170410/document/versions/latest) | As early as possible – your employer has up to 1 month to consider such requests. |
| If you will require breastfeeding facilities upon your return to work please discuss your requirements with your Line Manager. | <https://www.employment.govt.nz/hours-and-wages/breaks/breastfeeding-at-work/>  | As early as possible to ensure the facilities are available when you return to work.  |
| If you are not returning to work at all please submit your resignation in writing to your Line Manager.  | Resignation letter | At least 21 days prior to your expected return to work date.  |