



Mpango wa Paid Parental Leave (Likizo ya Mzazi ya kulipwa): Habari kwa waajiri juu ya wazazi wapya ambao wako likizo ya kazi

Serikali ya Australia inatoa msaada wa kifedha kwa wazazi wanaostahili kwa kupitia mpango wa Paid Parental Leave. Huu husaidia wazazi kupata muda bila kazi ili kumtunza mtoto mchanga au mtoto aliyeasiliwa hivi karibuni.

Mpango huu una malipo 2 wazazi wanaofanya kazi:

- Parental Leave Pay (Malipo ya Likizo ya Mzazi)
- Dad and Partner Pay (Malipo ya Baba na Mwenzi).

Parental Leave Pay ni kwa mlezi mkuu wa mtoto. Anaweza kupata likizo ya kulipiwa hadi wiki 18. Ikihitajika, tutalipa fedha ya Parental Leave Pay kwako ili kupitisha kwa mfanyakazi wako. Wakati mwingine tutamlipa moja kwa moja.

Dad and Partner Pay ni kwa baba wanaofanya kazi au wenzi wao, pamoja na wazazi wanaoasili na wenzi wa jinsia moja. Wanaweza kupata malipo hadi ya wiki 2. Tunalipa Dad and Partner Pay moja kwa moja kwa wafanyakazi.

Parental Leave Pay na Dad and Partner Pay yanapatikana kwa wafanyakazi wanaostahili wa wakati wote, wa sehemu wa muda, wa muda, wa msimu, wa mkataba na wanaojijiri.

Mfanyakazi bado anaweza kupata malipo haya ikiwa kuna mtoto asiye riziki au kifo cha mtoto mchanga.

Jukumu lako katika mpango

Una jukumu muhimu katika mpango wa Paid Parental Leave (Likizo ya Mzazi ya Kulipwa).

Mfanyakazi wako anaweza kuomba likizo ya kumtunza mtoto mchanga au mtoto wa kuasiliwa hivi karibuni, na anataka kuomba kwa Parental Leave Pay au Dad and Partner Pay.

Ni jukumu ya mfanyakazi wako kuomba kwa Parental Leave Pay kupitia sisi na kujadiliana mipango ya likizo nawe. Ili kupata Parental Leave Pay, mfanyakazi wako anapasa kutimiza vigezo vyote.

Tunaweza kulipa Parental Leave Pay moja kwa moja kwa mfanyakazi wako. Ikiwa unapasa kutoa Parental Leave Pay kwa mfanyakazi wako, tutakujulisha. Pia tutakupa fedha ya Parental Leave Pay ili kumlipa mfanyakazi wako.

Utahitaji kutoa Parental Leave Pay kwa mfanyakazi ambaye:

- amepata mtoto mchanga au mtoto aliyeasiliwa hivi karibuni
- amefanyia kazi kwako angalau miezi 12 kabla tarehe inayotarajia ya kuzaliwa au kuasili
- atakuwa mfanyakazi wako mpaka angalau mwisho wa kipindi chao cha Paid Parental Leave
- anaishi Australia
- anatarajia kupata angalau wiki 8 ya Parental Leave Pay.

Biashara yako lazima iwe na Australian Business Number (ABN) (Nambari ya Biashara ya Australia) ili kuwa sehemu ya mpango huu.



Ikiwa mfanyakazi wako havitimizi vigezo hapo juu, sio lazima wewe kumpa Parental Leave Pay. Tutamlipa moja kwa moja. Hata hivyo, ikiwa nyinyi wawili mnakubali, bado unaweza kuchagua kumpa mfanyakazi wako.

Sio lazima kutoa Parental Leave Pay kwa mfanyakazi wako kabla ya kupata fedha kutoka kwetu.

Sio lazima kutoa Dad and Partner Pay kwa mfanyakazi wako. Unahitaji tu kujua kuwa mfanyakazi wako anaweza kukuuliza kuhusu kupata likizo isiyolipwa ili anaweza kuipata. Tutatathmini madai yake na kumlipa Dad and Partner Pay moja kwa moja akistahili.

Kuzungumza na mfanyakazi wako kuhusu likizo ya mzazi

Ikiwa mfanyakazi wako anatarajia kumzaa au kumwasili mtoto, ongea nao mapema kuhusu mipango yao.

Mada zingine za kuzungumza ni:

- Likizo gani inapatikana na jinsi inavyoweza kutumiwa wakati huo huo kama Parental Leave Pay (kwa mfano, likizo ya kulipwa au isiyolipwa)
- wakati mfanyakazi wako angependa kuanza likizo yao na wakati anatarajia kurudi kazini
- Jinsi anavyopenda kupanga kurudi kazini (kwa mfano, kurudi kufanya kazi sehemu ya muda)
- habari ambayo mfanyakazi wako anahitaji kutupatia juu ya biashara yako, wakati wanapoweka ombi kwa Parental Leave Pay.

Matokeo kwa haki za likizo

Mpango hautoi wafanyakazi wako haki ya likizo. Lazima wajaliane mipango ya likizo nawe. Malipo hayo ya Parental Leave Pay au Dad and Partner Pay ya mfanyakazi wako hayabadilishi haki zozote zao za likizo zilizopo.

Wafanyakazi wako wa muda mrefu wanaweza kupata kiwango cha chini cha likizo ya mzazi bila kulipwa ya miezi 12 chini ya *Fair Work Act 2009 (Sheria ya Kazi ya Haki 2009)*. Wanaweza pia kuomba kwa likizo ya ziada ya miezi 12 bila kulipwa juu yake hiyo. Mfanyakazi wa muda mrefu ni mtu ambaye ameshafanya kazi kwa biashara yako kwa miezi 12 au zaidi.

Ikiwa mfanyakazi ana mwenzi, wote wawili wanaweza kupata likizo ya mzazi bila kulipwa chini ya National Employment Standards (Viwango vya Ajira vya Kitaifa). Katika visa hivi, kuna haki zingine za kiwango cha chini haki ambazo unahitaji kuzifahamu.

Kwa mfano, anaweza kupata likizo bila malipo hadi ya wiki 3 wakati huo huo, mara moja ya baada ya kuzaliwa au kumwasili. Ukikubali, anaweza kuipata wakati wowote katika wiki za 6 baada ya kuzaliwa au kuasiliwa. Wanaweza kupata likizo ya mzazi bila malipo ya miezi 24 kati yao.

Huwezi kukataa haki ya likizo ya kulipwa ya mama au ya mzazi ikiwa imo ya makubaliano au sheria ya kiwanda. Hii inatumika kwa muda wa makubaliano au ya sheria.

Enda kwa fairwork.gov.au au pigia simu kwa Fair Work Ombudsman (Mchunguzi Mkuu wa Kazi ya Haki) kwenye nambari ya **131 394** kwa habari juu ya:

- Haki za Ajira
- Haki za mahali pa kazi
- *Fair Work Act 2009 (Sheria ya Kazi ya Haki 2009)*
- Jukumu ya Fair Work Ombudsman (Mchunguzi Mkuu wa Kazi Sawa).

Jinsi tutavyokulipia

Sio lazima kutoa Parental Leave Pay kabla ya kupata fedha kutoka kwetu. Tutahamisha fedha kwenya akaunti yako ya benki uliyochagua kabla kukomesha mzunguko wa kawaida wa malipo ya mfanyakazi wako.

Kusajili biashara yako

Ili kushiriki katika mpango wa Paid Parental Leave, unahitaji kusajili biashara yako nasi. Waweza kuchagua kuwapa Parental Leave Pay kwa wafanyakazi ambao sio lazima wewe kuwapa nao. Utahitaji kufanya hivyo kabla hawajaweka madai yao kwetu.

Njia ya rahisi sana ya kusajili kwa mpango wa Paid Parental Leave ni kwa kuingia kwenye huduma zetu za mtandaoni kwa biashara. Ikiwa unachagua kutotumia huduma zetu za mtandaoni au huna njia ya kupata mtandaoni, unaweza pia kujisajili kwa kutupigia simu kwa kutumia Kiingereza kwenye nambari ya **131 158**.

Jinsi mpango unavyosaidia biashara yako na wazazi

Mpango wa Paid Parental Leave hukusaidia wewe:

- kuendeleza kuwa na wafanyakazi wa thamani na wenye ustadi kwa kuwatia moyo waunganishe na mahali pako pa kazi wakati wanapokuwa wazazi
- kuwa na mahali pa kazi penye kufurahisha familia bila kutoa fedha kwa Parental Leave Pay wewe mwenyewe
- kuongeza ushiriki wa wafanyakazi kwa wazazi wapya kwa muda mrefu.

Mpango huo husaidia wazazi kwa:

- kuwapa msaada wa kifedha wakati wanapopata muda bila kazi ili wamtunze mtoto mpya
- kujenga usawa kati ya wanaume na wanawake na usawa kati ya kazi na maisha ya familia.

Kwa habari zaidi

- enda kwa humanservices.gov.au/ppemployers kwa habari zaidi katika Kiingereza
- enda kwa humanservices.gov.au/yourlanguage ambapo unaweza kusoma, kusikiliza au kutazama habari kwa lugha yako
- pigia simu kwenye **131 202** ili kuongea nasi kwa lugha yako kuhusu malipo na huduma za Centrelink
- pigia simu Translating and Interpreting Service (TIS National) (Huduma ya Utafsiri na Ukalimani) kwenye **131 450** ili kuongea nasi kwa lugha yako kuhusu malipo na huduma ya Medicare na Child Support (Msaada kwa Mtoto)
- tembelea kituo cha huduma.

Kumbuka: simu kutoka simu yako ya nyumbani kwenda nambari za '13' kutoka popote nchini Australia zinatozwa kwa kiwango kamili. Kiwango hicho kinaweza kutofautiana kutoka bei ya simu ya mtaa na kinaweza pia kutofautiana na watoaji huduma ya simu. Simu za nambari ya '1800' kutoka simu yako ya nyumbani hazina malipo. Simu kutoka simu za umma na za mkononi zinaweza kupimwa kwa muda wao na kutozwa kwa kiwango cha juu zaidi.

Kanusho

Habari iliyomo kwenye chapisho hiki kimekusudiwa tu kama mwongozo kwa malipo na huduma. Ni jukumu lako kuamua ukitaka kuomba kwa malipo na kufanya ombi kulingana na hali yako fulani.



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

The Australian Government gives financial support to 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 for 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. If needed, we will pay the Parental Leave Pay funds to you to pass onto your employee. Sometimes we will pay them directly.

Dad and Partner Pay is for working dads or partners, including adopting parents and same-sex couples. They can get up to 2 weeks' payment. We pay Dad and Partner Pay directly to employees.

Parental Leave Pay and Dad and Partner Pay are available to eligible full time, part time, casual, seasonal, contract and self employed workers.

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

Your role in the scheme

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

Your employee may ask to take leave to care for a newborn or recently adopted child, and want to apply for 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 criteria.

We may pay Parental Leave Pay directly to your employee. If you have to give Parental Leave Pay to an employee, we will let you know. We will also give you the Parental Leave Pay funds to pay your employee.

You will need to give Parental Leave Pay to an 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
- is expected to get at least 8 weeks of Parental Leave Pay.

Your business must have an Australian Business Number (ABN) to be part of the scheme.

If your employee does not meet the above criteria, you do not need to give Parental Leave Pay. We will pay them directly. However, if you both agree, you can still choose to give it to your employee.

You do not have to give Parental Leave Pay to your employee before you get the funds from us.

You do not have to give Dad and Partner Pay to your employee. You just need to know that your employee may ask you about taking unpaid leave so they can get it. We will assess their claim and pay them Dad and Partner Pay directly 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 give 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. They must negotiate leave arrangements with you. Your employee's Parental Leave Pay or Dad and Partner Pay does not change any of their existing 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 other minimum entitlements you need to be aware of.

For example, they can 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 can also take 24 months unpaid parental leave between them.

You cannot deny entitlement to paid maternity or parental leave if it is part of 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 give Parental Leave Pay before you get 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 be part of the Paid Parental Leave scheme, you need to register your business with us. You can opt in to give Parental Leave Pay to employees you do not need to give it to. You need to do this before they submit their claim to us.

The easiest way to register for the Paid Parental Leave scheme is by logging on to our online services for businesses. If you choose not to use our online services or you do not have access to the internet, you can also register by calling us in English on **131 158**.

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.

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.