



# Paid Parental Leave 计划：有关新生儿父母休假的雇主须知

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，协助他们停工休假以照顾新生儿或刚收养的孩子。

这个计划为在职父母提供 2 种福利金：

- Parental Leave Pay
- Dad and Partner Pay.

Parental Leave Pay 发放给孩子的主要照顾者。父母可以获得长达 18 星期的带薪休假。如有需要，我们会给你支付 Parental Leave Pay 款项，让你再转付雇员。有时候，我们也会直接支付雇员福利金。

Dad and Partner Pay 发放给在职父亲或配偶，包括领养父母和同性伴侣。他们可以获得长达 2 星期的福利金。我们会直接支付雇员 Dad and Partner Pay。

Parental Leave Pay 和 Dad and Partner Pay 是发放给合格的全职、兼职、临时、季节性、合约和自雇工作人士。

假如婴儿死产或夭折，雇员可能仍能获得这些福利金。

## 你在这个计划里扮演的角色

你在 Paid Parental Leave 计划里扮演一个重要的角色。

你的雇员可能因要照顾初生儿或刚收养的孩子而请假，并且希望申请 Parental Leave Pay 或 Dad and Partner Pay。

你的雇员可以决定透过我们申请 Parental Leave Pay，以及与你商讨休假安排。你的雇员必须满足所有条件才能获得 Parental Leave Pay。

我们可能会直接向你的雇员支付 Parental Leave Pay。如果你需要支付雇员 Parental Leave Pay，我们会通知你。我们也会向你提供 Parental Leave Pay 的款项以支付雇员。

你将需要支付雇员 Parental Leave Pay，如果他：

- 有初生儿或刚收养的孩子；
- 在预产期或收养日期前已为你工作最少 12 个月；
- 将至少在 Paid Parental Leave 结束前一直是你的雇员；
- 在澳洲居住；和，
- 按规定应获得最少 8 星期的 Parental Leave Pay。

你的业务必须有 Australian Business Number (ABN)才能参与这个计划。

如果你的雇员不符合以上条件，则你无须支付 Parental Leave Pay。我们会直接支付他们福利金。可是，如果你们双方同意，则你仍能选择支付雇员福利金。

在你收到我们的款项前，你无须支付雇员 Parental Leave Pay。



你不需要支付雇员 **Dad and Partner Pay**。你只需要知道雇员可能会向你询问领取无薪假期，以获得有关福利金。我们会审核他们的申请，并直接支付合格申请人 **Dad and Partner Pay**。

## 跟你的雇员商讨育儿休假

如果你的雇员快将临盆或收养孩子，请尽早与他们商讨其计划。

需要商讨的话题包括：

- 应领取什么类型的休假，以及如何在休假同时领取 **Parental Leave Pay**（如带薪或无薪休假）；
- 你的雇员希望何时开始休假和预期何时复工；
- 他们希望如何安排复工事宜（如以兼职员工身份复工）；和，
- 你的雇员在申请 **Parental Leave Pay** 时需要提供我们有关你的企业信息。

## 休假权利的影响

本计划并未提供你的雇员休假权利。他们必须与你商讨休假安排。雇员的 **Parental Leave Pay** 和 **Dad and Partner Pay** 亦不会改变其现有的休假权利。

根据 **Fair Work Act 2009**，你的长期雇员可获最少 12 个月的无薪育儿假。除此之外，他们也可以要求额外的 12 个月无薪休假。长期雇员是指已为你的企业工作超过 12 个月或以上之人士。

根据 **National Employment Standards**，如果你的雇员有伴侣，则伴侣俩均可获得无薪育儿假。在这个情况下，你需注意其他最基本权利。

比方说，在孩子出生或收养后，他们能同时马上领取多达 3 周的无薪休假。如你同意，他们能在孩子出生或收养后的首 6 周内随时休假。他们之间亦可领取多达 24 个月的无薪育儿假。

如果带薪产假或育儿假属劳资协议或法律之部分，则你不能撤回雇员的有关权利。这适用于协议和法律的有效期内。

请访问 [fairwork.gov.au](http://fairwork.gov.au) 或致电 131 394 联系 Fair Work Ombudsman 以获取以下信息：

- 就业权利；
- 职场义务；
- **Fair Work Act 2009**；和，
- Fair Work Ombudsman 的角色。

## 我们将如何向你付款

在你收到我们的款项前，你无须支付雇员 **Parental Leave Pay**。在雇员通常的工资周期前，我们会把款项转账至你指定的银行账号。

## 为你的企业注册

你必须与我们注册你的企业，才能参加 **Paid Parental Leave** 计划。你可以选择支付 **Parental Leave Pay** 予你本应无须支付的雇员，但你需要在他们向我们提交申请前行动。

登入我们为企业提供的网上服务是注册参与 **Paid Parental Leave** 计划的最简单方法。如果你选择不使用网上服务又不能访问互联网，你亦可以英语致电 131 158 进行注册。

## 这个计划如何帮助你的业务和父母

这个 Paid Parental Leave 计划能帮助你：

- 鼓励雇员成为父母时仍与企业保持联系，以保留有价值的技术人员；
- 创建一个家庭友善的工作场所，而无须自掏腰包负担 Parental Leave Pay ；和，
- 长远提升新生儿父母的劳动力参与。

## 这个计划能帮助父母的原因

- 在他们停工休假以照顾新孩子时给予财政支持；和，
- 推广男女平等和工作和家庭生活之间的平衡。

## 更多信息

- 请访问 [humanservices.gov.au/pplemployers](http://humanservices.gov.au/pplemployers)，以获得更多英文信息
- 请访问 [humanservices.gov.au/yourlanguage](http://humanservices.gov.au/yourlanguage)，以阅读、聆听或观看相关的中文信息
- 请致电 131 202，以中文与我们商讨有关 Centrelink 的福利金和服务
- 请致电 131 450 联系 Translating and Interpreting Service (TIS)，以中文与我们商讨 Medicare 和 Child Support 福利金和服务
- 访问服务中心。

**注意：**家用电话拨打澳大利亚境内“13”开头的电话号码均会按固定费率收费。该费率与本地通话费用可能不同，也可能因不同的电话服务供应商而有所差异。家用电话拨打“1800”开头的电话号码均属免费。公共电话和移动电话的拨打费用可能会计时并按较高费率收费。

## 免责声明

本出版物所包含的信息仅用作福利金和服务指南。您有责任根据你的具体情况，决定是否申请福利金和递交申请。



# 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](http://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](https://humanservices.gov.au/pplemployers) for more information in English
- go to [humanservices.gov.au/yourlanguage](https://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.