



## **Mpango wa Paid Parental Leave kwa waajiri**

Serikali ya Australia hutoa msaada wa kipesa kwa wazazi wanaostahiki kupita mpango wa Paid Parental Leave. Huu huwasaidia wazazi kuchukua likizo ya kazi ili kumtunza mtoto mchanga au aliyeasiliwa hivi karibuni.

Mpango huu unajumuisha Parental Leave Pay ambayo ni malipo yaliyoshiriki na wazazi. Unaweza kuwasaidia wafanyakazi wako kuchukua likizo ya kazi ili kumtunza mtoto mchanga au aliyeasiliwa hivi karibuni.

Parental Leave Pay hupatikana kwa wafanyakazi wanaostahili wa muda wote, wa muda, kibarua, wa msimu, wa mkataba na wanaojijiri.

Mfanyakazi bado anaweza kupata malipo haya ikiwa akipata kuzaliwa mfu au kifo cha mtoto mchanga.

### **Jukumu lako katika mpango**

Una jukumu muhimu katika mpango wa Paid Parental Leave.

Mfanyakazi wako anaweza kuomba likizo ya kazi ili kumtunza mtoto mchanga aliyezaliwa au aliyeasiliwa hivi karibuni na anataka kuomba Parental Leave Pay.

Ni juu ya mfanyakazi wako kuomba Parental Leave Pay kupita kwetu na kujadiliana nawe mipango ya likizo. Ili kupata Parental Leave Pay, mfanyakazi wako lazima akidhi vigezo vyote.

Tunaweza kulipa Parental Leave Pay moja kwa moja kwa mfanyakazi wako. Iwapo tukiamua unapaswa kutoa Parental Leave Pay ya mfanyakazi, tutakutumia barua kukujulisha. Pia tutakupua pesa za Parental Leave Pay kumlipa mfanyakazi wako.

Utahitaji kumpa Parental Leave Pay mfanyakazi ambaye:

- ana mtoto mchanga aliyezaliwa au kuasiliwa hivi karibuni
- amekufanyia kazi kwa angalau muda wa miezi 12 kabla ya tarehe ya kutarajia kuzaliwa au kuasili
- atakuwa mfanyakazi wako hadi angalau mwisho wa kipindi cha Paid Parental Leave
- huishi nchini Australia
- anatarajia kupata angalau wiki 8 ya Parental Leave Pay.

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

Huna haja kumpa mfanyakazi wako Parental Leave Pay kabla ya umepata pesa kutoka kwetu.

### **Kuzungumza na mfanyakazi wako kuhusu likizo ya wazazi**

Ikiwa mfanyakazi wako anatarajia mtoto au kuasili mtoto, zungumza naye mapema juu ya mipango yake.

Mada za kuzungumza ni:

- likizo gani inapatikana na jinsi inavyoweza kuchukuliwa wakati huo huo kama Parental Leave Pay (kwa mfano, likizo za kulipwa au si kulipwa)
- wakati mfanyakazi wako atakapotaka kuanza likizo yake na wakati anapotazamia kurudi kazini
- jinsi ya anataka kupanga kurudi kwa kazini (kwa mfano, kurudi kwa kufanya kazi kwa muda)

- habari ambayo mfanyakazi wako anahitaji kutupa juu ya biashara yako, wakati anapowasilisha ombi la Parental Leave Pay.

## Athari kwa haki za likizo

Mpango huo haumpi mfanyakazi haki ya likizo. Lazima ajadiliane nawe kuhusu mipango ya likizo. Parental Leave Pay ya mfanyakazi yako haibadilishi stahili zozote za likizo zilizopo.

Wafanyakazi wa muda mrefu wanaweza kupata kima cha chini cha miezi 12 ya likizo ya mzazi bila malipo chini ya *Fair Work Act 2009*. Anaweza pia kuomba kwa likizo ya miezi 12 ziada bila malipo juu ya hili. Mfanyakazi wa muda mrefu ni mtu ambaye amefanya kazi kwa biashara yako kwa muda wa miezi 12 au zaidi.

Ikiwa mfanyakazi wako ni mmoja wa wanandoa, wote wawili wanaweza kupata likizo ya mzazi bila malipo chini ya National Employment Standards. Katika kesi hizi, kuna haki zingine za chini ambazo unahitaji kufahamu.

Kwa mfano, wanaweza kuchukua hadi wiki 3 ya likizo bila malipo katika wakati huo huo, mara moja baada ya kuzaliwa au kuasiliwa. Ikiwa unakubali, anaweza kuchukua likizo wakati wowote katika wiki 6 za kwanza baada ya kuzaliwa au kuasiliwa kwa mtoto. Wanaweza pia kuchukua likizo za mzazi za miezi 24 kati yao.

Huwezi kukataa ustahili wa likizo ya uzazi au ya mzazi yenye malipo ikiwa ni sehemu ya makubaliano ya viwanda au sheria. Hii inatumika kwa maisha ya makubaliano au sheria.

Nenda kwa [fairwork.gov.au](http://fairwork.gov.au) au piga simu kwa Fair Work Ombudsman kwa **131 394** kupata habari kuhusu:

- ustahili wa ajira
- majukumu ya mahali pa kazi
- Fair Work Act 2009
- jukumu ya Fair Work Ombudsman.

## Tutakulipaje

Huna haja kumpa Parental Leave Pay kabla ya umepata pesa kutoka kwetu. Tutahamisha pesa kuingia akaunti yako iliyoteuliwa ya benki kabla ya mzunguko wa kawaida wa mfanyakazi wako umekatwa. Hii kawaida ni siku 7 kabla yake.

## Kusajili biashara yako

Ili kuwa sehemu ya mpango wa Paid Parental Leave, utahitaji kusajili biashara yako nasi. Unaweza kuchagua kuingia mpango ili kutoa Parental Leave Pay kwa wafanyakazi ambao huhitaji kuwapa.

Njia rahisi zaidi 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 ufikiaji wa mtandao, unaweza pia kujiandikisha kwa kutupigia simu kwa Kiingereza kwa **131 158**.

## Jinsi ya mpango huu husaidia biashara yako na wazazi

Mpango wa Paid Parental Leave hukusaidia:

- kuweka wafanyakazi wa thamani na wenye ujuzi kwa kuwahimiza kukaa na uhusiano na mahali pako pa kazi wanapokuwa wazazi

- kuunda mahali pa kazi pazuri kwa familia bila kugharamia Parental Leave Pay wewe mwenyewe
- kuongeza ushiriki wa kazi kwa wazazi wapya kwa muda mrefu.

Mpango huo huwasaidia wazazi kwa:

- kuwapa msaada wa kipesa huku wakichukua likizo ya kazi ili kumtunza mtoto mpya
- kukuza usawa kati ya wanaume na wanawake na usawa kati ya kazi na maisha ya familia.

## Kwa habari zaidi

- nenda kwa [servicesaustralia.gov.au/pplemployers](https://servicesaustralia.gov.au/pplemployers) kupata habari zaidi katika Kiingereza
- nenda kwa [servicesaustralia.gov.au/yourlanguage](https://servicesaustralia.gov.au/yourlanguage) ambapo unaweza kusoma, kusikiliza au kutazama habari katika lugha yako
- piga simu kwa **131 202** kuongea nasi katika lugha yako kuhusu malipo na huduma ya Centrelink
- piga simu kwa **132 011** kwa Medicare na **131 272** kwa Child Support. Tujulishe ikiwa unahitaji mkalimani, na tutapanga mmoja kwa bure
- tembelea kituo cha huduma.

**Kumbuka:** simu kutoka simu yako ya nyumbani kwenda nambari za simu 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 watoa huduma wa simu. Simu kwa nambari za simu za '1800' kutoka simu yako ya nyumbani ni bila malipo. Simu kutoka simu za umma na za mkononi zinaweza kupimwa kwa muda na kutozwa kwa kiwango cha juu zaidi.

## Kanusho

Taarifa iliyomo katika chapisho hili inakusudiwa kama mwongozo pekee wa malipo na huduma. Ni wajibu wako kuamua kama ungependa kuomba malipo na kufanya maombi kuhusiana na hali yako mahususi.



## The Paid Parental Leave scheme for employers

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 consists of Parental Leave Pay which is a shared payment between parents. It can help your employees take time off work to care for a newborn or recently adopted child.

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

An employee may still get this payment if they experience 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.

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 we decide you must provide an employee's Parental Leave Pay, we'll send you a letter to 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.

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

### 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 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've got the funds from us. We will transfer funds into your nominated bank account before your employee's usual pay cycle cut off. This is normally 7 days before.

## 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.

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 [servicesaustralia.gov.au/pplemployers](https://servicesaustralia.gov.au/pplemployers) for more information in English
- go to [servicesaustralia.gov.au/yourlanguage](https://servicesaustralia.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 **132 011** for Medicare and **131 272** for Child Support. Let us know if you need an interpreter, and we will arrange one for free
- 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.