



## 面向雇主的 Paid Parental Leave 计划

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。该计划可以帮助到需要请假照顾新生儿或新领养孩子的父母。

该计划包含 Parental Leave Pay。这是家长双方共同享有的福利。该计划可帮助您的员工通过请假来照顾新生儿或新领养的孩子。

符合条件的全职工、兼职工、临时工、季节工、合同工和个体工人均可享受 Parental Leave Pay。若员工遭遇死产或婴儿夭折，依然能够领取这笔福利金。

### 雇主在该计划中的角色

在 Paid Parental Leave 计划中，雇主扮演着重要角色。

员工可能会提出休假申请来照顾新生儿或新领养的孩子，并希望申领 Parental Leave Pay。

是否通过我们申请 Parental Leave Pay 并与您协商休假安排，完全取决于员工个人。为了获得 Parental Leave Pay，员工需要满足所有条件。

我们可能会直接将 Parental Leave Pay 支付给您的员工。若我们认定您必须为员工支付 Parental Leave Pay，我们会发函通知您。我们还将向您提供 Parental Leave Pay 资金，用于向您的员工支付。

您需要为以下员工提供 Parental Leave Pay：

- 有新生儿或最近领养了孩子
- 在预产期或领养日期前至少为您工作了 12 个月
- 至少在 Paid Parental Leave 假期结束前都是您的员工
- 居住在澳大利亚
- 预计将获得至少 8 周的 Parental Leave Pay。

您的企业必须拥有 Australian Business Number (ABN)才能参与该计划。

在我们向您提供资金之前，您无需向员工支付 Parental Leave Pay。

### 与员工商讨育儿假

若您的员工已怀孕或将要领养孩子，请尽早与他们讨论相关计划。

需要涵盖的一些主题包括：

- 可用的假期类型以及如何与 Parental Leave Pay 结合使用（例如，带薪或无薪假期）
- 员工何时开始休假及预计何时重返工作岗位
- 员工希望如何安排重返工作岗位（例如，转为兼职）
- 在申领 Parental Leave Pay 时，您的员工需要向我们提供有关您企业的信息。

## 对休假权利的影响

该计划并不赋予员工额外的休假权利。员工必须与您协商休假安排。员工的 Parental Leave Pay 不会影响他们现有的任何休假权利。

根据 *Fair Work Act 2009* (2009 年《公平工作法》)，长期员工可以获得至少 12 个月的无薪育儿假。他们还可以在此基础上要求额外 12 个月的无薪假。长期员工是指在您的企业工作了 12 个月或更长时间的员工。

如果您的员工有伴侣，则根据 National Employment Standards，双方都可享有无薪育儿假。在这些情况下，您需要了解其他最低权利。

例如，他们可以在孩子出生或领养后立即同时休最多 3 周的无薪假。如果您同意，他们还可在孩子出生或领养后的 6 周内随时休无薪假。此外，他们双方还可以共享 24 个月的无薪育儿假。

如果这是劳资协议或法律的规定，则您不能剥夺他们享受带薪产假或育儿假的权利。这适用于协议或法律的有效期。

请访问 [fairwork.gov.au](http://fairwork.gov.au) 或致电 Fair Work Ombudsman (电话: 131 394)，了解有关以下内容的信息：

- 就业权利
- 工作场所义务
- Fair Work Act 2009
- Fair Work Ombudsman 的职责。

## 我们将如何向您付款

在从我们这里获得资金之前，您无需支付 Parental Leave Pay。我们会在您的员工常规薪资发放周期截止前，将资金转入您指定的银行账户。通常会提前 7 天发放。

## 注册企业

要加入 Paid Parental Leave 计划，您需要在我们的这里注册您的企业。您可以选择向无需支付 Parental Leave Pay 的员工支付这笔福利金。

注册 Paid Parental Leave 计划的最便捷方式是登录我们专为企业提供的在线服务平台。若您选择不使用我们的在线服务或无法联网，也可通过拨打英语服务热线 **131 158** 进行注册。

## 该计划如何帮助您的企业和为人父母的员工

Paid Parental Leave 计划可以帮助您：

- 通过鼓励员工成为父母后仍与您的工作场所保持联系，帮助您留住宝贵且熟练的员工
- 创建一个家庭友好的工作场所，而无需自己承担 Parental Leave Pay 的费用
- 长远提升新生儿或新领养孩子父母的劳动参与率。

该计划通过以下方式帮助为人父母的员工：

- 为其提供在休假照顾新生儿期间的经济援助
- 促进性别平等以及工作与家庭生活的和谐。

## 了解更多信息

- 请访问 [servicesaustralia.gov.au/pplemployers](http://servicesaustralia.gov.au/pplemployers)，了解更多英文信息。
- 请访问 [servicesaustralia.gov.au/yourlanguage](http://servicesaustralia.gov.au/yourlanguage) 获得中文版本的文本、音频或视频信息
- 请致电 **131 202**，使用中文咨询 Centrelink 福利金和服务的相关信息
- 欲办理 Medicare 事宜，请致电 **132 011**；欲办理 Child Support 事宜，请致电 **131 272**。如需口译服务，请告诉我们，我们将免费为您安排口译员。
- 访问服务中心。

**注意：**从澳大利亚任何地方用座机拨打“13”打头的电话号码，费用固定。该费率可能与本地通话费用有所不同，也可能会因电话服务提供商不同而有所差异。座机拨打“1800”号码免费。如果使用公共电话或移动电话，电信提供商可能会对您的通话计时并收取较高费用。

## 免责声明

本出版物所包含信息仅用作福利金和服务指南。您有责任决定是否要申请福利金，并针对您的具体情况提出申请。



## 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.