



# The Paid Parental Leave scheme

## 雇主须知

通过 Paid Parental Leave scheme，雇主可以为领取 Parental Leave Pay 的员工安排休假。

Parental Leave Pay 是员工在请假照顾新生儿或新近领养的孩子时可以领取的一笔福利金。若员工遭遇死产或婴儿夭折，依然可以领取这笔福利金。

员工可以包括：

- 全职工和兼职工
- 临时工
- 合同工
- 季节工。

您的员工需要向我们申请 Parental Leave Pay，并与您商讨休假安排。

为了获得 Parental Leave Pay，员工必须满足我们的居住规定以及工作和收入测试。

他们还需要满足以下所有条件：

- 居住在澳大利亚
- 有新生儿或新近领养的孩子
- 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
- 预计将获得至少 8 周的 Parental Leave Pay。

我们会根据员工在申请时提供的信息，决定他们是否能获得 Parental Leave Pay。

如果他们能获得 Parental Leave Pay，我们将向您提供资金，由您通过常规薪资发放流程支付给员工。我们会告诉您何时需要向员工付款。

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

要参与该计划，您需要在我们的这里注册您的企业。

## 如何注册您的企业

您需要在线注册 Paid Parental Leave scheme:

- 前往 **servicesaustralia.gov.au/proda**，分别设置个人和企业的安全 Provider Digital Access Account (PRODA)
  - **注意：**您需要提供您的 Australian Business Number (ABN) 才能注册。
- 通过 PRODA 将您的企业关联至 Business Hub 在线服务。
- 在 Business Hub 中注册 Paid Parental Leave 计划。

如果您无法在网上申请，可以拨打 **131 158** 与我们联系。

## 我们将如何向您付款

我们将在您的员工常规薪资发放周期截止前 7 天，将 Parental Leave Pay 资金转入您的企业银行账户。

## 休假权利

Paid Parental Leave scheme 不会影响员工现有的任何休假权利，也不会赋予他们新的休假权利。

员工在领取 Parental Leave Pay 的同时，也可以申请休其他假期（带薪或无薪）。

## 该计划如何帮助您的企业和员工

**Paid Parental Leave scheme 可以帮助您：**

- 留住宝贵且熟练的员工，而无需由您承担 Parental Leave Pay 的费用
- 营造家庭友好型工作环境
- 帮助初为父母的员工继续留在职场。

**该计划可以帮助您的员工：**

- 在请假照顾新生儿或新近领养的孩子期间获得经济支持
- 平衡工作和家庭生活。

## 更多信息

- 请访问 [servicesaustralia.gov.au/pplemployers](https://servicesaustralia.gov.au/pplemployers)，获取更多英文版信息。
- 请访问 [servicesaustralia.gov.au/proda](https://servicesaustralia.gov.au/proda)，获取有关如何注册您的企业的信息。
- 请访问 [servicesaustralia.gov.au/yourlanguage](https://servicesaustralia.gov.au/yourlanguage)，获取中文版的文本、音频或视频信息。
- 请致电 **131 158** 或 **131 202**，使用中文与我们交谈。



# The Paid Parental Leave scheme

## Information for employers

The Paid Parental Leave scheme allows employers to give their employees time off work through Parental Leave Pay.

Parental Leave Pay is a payment for them to take time off work to care for a newborn or recently adopted child or where the employee has had a stillbirth or infant death.

Employees can include:

- full time and part time workers
- casual workers
- contractors
- seasonal workers.

Your employee needs to apply for Parental Leave Pay with us and talk to you about leave arrangements.

To get Parental Leave Pay, the employee must meet our residence rules and work and income tests.

They also need to meet all the following:

- live in Australia
- have a newborn or recently adopted child
- has worked for you for at least 12 months before the expected date of birth or adoption
- continue to be your employee until at least the end of their Paid Parental Leave period
- expected to get at least 8 weeks of Parental Leave Pay.

We decide if your employee can get the Parental Leave Pay from the information they tell us in their claim.

If they can get Parental Leave Pay, we will give you the funds to give to your employee through your normal payroll. We will tell you when you need to pay them.

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

To be part of this scheme, you need to register your business with us.

## How to register your business

You need to register for the Paid Parental Leave scheme online:

- Set up both an individual and a business secure Provider Digital Access Account (PRODA) by going to **[servicesaustralia.gov.au/proda](https://servicesaustralia.gov.au/proda)**
  - **Note:** You will need your Australian Business Number (ABN) to register.
- Link your business to the Business Hub online services via PRODA.
- Register for the Paid Parental Leave scheme in Business Hub.

If you cannot register online, you can call us on **131 158**.

## How we will pay you

We will transfer the Parental Leave Pay funds into your business bank account 7 days before your employee's usual pay cycle cut off.

## Leave entitlements

The Paid Parental Leave scheme does not change any of your employee's existing leave entitlements or give them new leave entitlement.

Your employees may ask to take other leave (paid or unpaid) at the same time they get Parental Leave Pay.

## How the scheme helps your business and your employees

**The Paid Parental Leave scheme helps you:**

- keep valuable and skilled staff without you having to fund Parental Leave Pay
- have a family friendly workplace
- keep new parents in the workforce longer.

**The scheme helps your employees to:**

- have financial help while they take time off work to care for a new child
- have 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/proda](https://servicesaustralia.gov.au/proda)** for information about registering your business
- Go to **[servicesaustralia.gov.au/yourlanguage](https://servicesaustralia.gov.au/yourlanguage)** where you can read, listen to or watch information in your language
- Call us on **131 158** or **131 202** to speak to us in your language.