

# Paid parental leave application for an employee



- Do you qualify for Paid parental leave (PPL)
- Do you know when your leave will start?
- If you're self-employed and are applying for PPL, use a *Paid parental leave application for a self-employed person (IR 888)*.
- Your employer also needs to fill in this form.

- You must apply for the PPL payments before you return to work or resign.
- The payments will be direct credited to your bank account every fortnight.
- **The maximum payment is \$429.74 a week before tax.**

## What is paid parental leave?

Paid parental leave is a government-funded entitlement paid to **working mothers** while they take parental leave from their job(s). These payments go towards the loss of income that working mothers experience when they take parental leave from work to care for a new baby.

## Who qualifies for paid parental leave?

Mothers who are expecting a baby and who have worked for an average of 10 hours a week for the same employer for either the 6 or 12 months before their due date.

A parent who adopts a child aged under 6 years and who has worked for an average of 10 hours a week for the same employer for either the 6 or 12 months before the date of assuming the care of a child they intend to adopt.

## Are you self-employed?

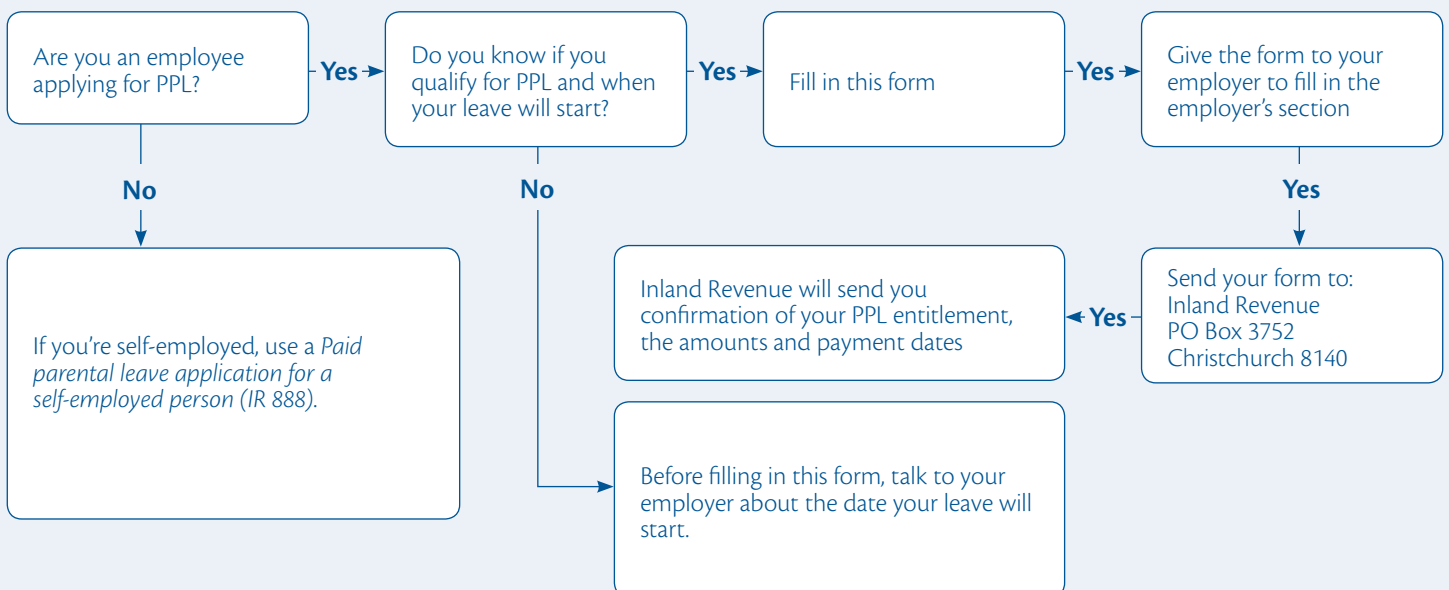
If you're self-employed, you're entitled to PPL if you've worked for an average of 10 hours a week in the 6 or 12 months immediately before your baby's due date or the date you assume care of a child you intend to adopt.

Where the mother would have qualified for parental leave payments but has died or no longer has legal guardianship of the child, the entitlement may be transferred to their spouse or partner if they are eligible. If you're a spouse or partner applying for one of these reasons please call Inland Revenue.

## Who doesn't qualify for PPL?

- Mothers applying whose previous period of parental leave ended within the last 6 months
- Mothers where the family is already receiving parental tax credit for the child.

## How to apply for paid parental leave



Please read the following notes before filling in this form

You can download PPL forms from [www.ers.dol.govt.nz](http://www.ers.dol.govt.nz) or [www.ird.govt.nz/forms-guides](http://www.ird.govt.nz/forms-guides) or by calling the Department of Labour on 0800 209 020 or Inland Revenue on 0800 377 777

## General information

**You must be taking parental leave from your employer to qualify for PPL payments. You must apply for the payments before you return to work or resign.**

If your spouse or partner is also taking parental leave from their job and you want to share your entitlement to PPL, you can transfer all or some of your entitlement to your spouse or partner.

### *When your payments begin*

PPL payments are paid fortnightly from the date we process your application or the date you start your leave. Inland Revenue will send you confirmation within 14 days that your application has been processed, the date of your first payment and how much you'll receive. Your first payment will always be backdated to the date your parental leave started.

The maximum payment is \$429.74 a week before tax. This is the amount you'll receive if you're earning \$429.74 or more a week before tax from the job you're taking parental leave from.

If you earn less than this, your payments will be the same as the income you earn from your job.

Earners' levy will not be deducted from PPL payments.

### *Length of time you will be paid*

You can receive PPL for a maximum of 14 weeks.

If you return to work with the employer you've taken leave from, or resign while you're still receiving PPL payments, your entitlement to payments will end. This applies even if you return to work for a short time to work on a casual basis, part-time (limited hours), a one-off basis (eg, for one day), or work from home while on parental leave. You must call Inland Revenue in any of these situations.

If you're employed on a fixed-term agreement that expires within 14 weeks of the date your parental leave started, your PPL payments will stop at the end of your agreement.

**If you leave your job or are made redundant before your parental leave starts, you're no longer eligible to receive PPL payments.**

### *Which tax code to use*

Tax will be deducted from your PPL payments using the same tax code you use for the job you're taking parental leave from. So, if you're repaying a student loan through your wages, the repayments will continue.

If you're taking parental leave from more than one job, use your main tax code.

If you're receiving any other income while you're receiving PPL payments, please contact Inland Revenue to discuss which tax code to use. Other income includes income from salary, wages, a benefit, accident compensation payments, New Zealand Superannuation or a student allowance.

If you continue to receive your employment income, tax will generally be deducted from PPL payments using a secondary tax code.

If you use a special tax code, you'll need to renew your code before it can be used for your PPL payments, because your income (which the special tax code is calculated on) will have changed. Call Inland Revenue to renew your special tax code or to use a different tax code from the one used for your current job.

### *Can you contribute to KiwiSaver?*

If you're a KiwiSaver member you can choose to continue your contributions while on PPL by completing a *KiwiSaver deduction (KS 2)* form and sending it to Inland Revenue.

You can get a KS 2 from [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz) or by calling 0800 549 472.

## Notes for employees

### **Note 1: Postal address**

If your address is a PO Box number, please show your box lobby. If you're unsure of your box lobby please contact New Zealand Post.

### **Note 2: Child's date of birth or expected due date**

Enter either your child's or adopted child's date of birth—or their expected due date.

### **Note 3: Bank account details**

All PPL payments will be paid into a bank account. Please enter the bank account number you want the payments to go to.

### **Note 4: Parental tax credit (PTC)**

PTC is one type of working for families tax credits. This is a maximum of \$150 a week for the first eight weeks after a baby is born. PTC can't be paid for a child PPL is paid for, so you need to choose between the two types of payment.

When you've chosen which payment you'd like to receive, you can't change your mind.

To help you choose which payment is better for you, answer the questions in the form. It may be more beneficial for you to receive the PTC if:

- you earn less than \$22,346 a year before tax from your job (the one you're taking leave from), or
- for this application, you're expecting three or more children (from multiple birth or adoptions), or
- you're taking less than 14 weeks' parental leave.

If you ticked "Yes" to any of these questions or you've ticked that you want to be contacted, we'll get in touch with you to help you work out which payment would be better for you.

If you've ticked "No" to all three questions, PPL is better for you. Tick the PPL circle.

### **Note 5: Do you pay child support?**

If you make payments to Inland Revenue Child Support, you can't choose to have child support deductions taken out of your PPL payments. You'll need to make voluntary child support payments. Child Support will contact you to start a new arrangement if you have outstanding child support.

If your income has reduced by 15% or more, you may want to estimate your income for child support purposes. If this applies to you, enter your new estimated annual income and the current financial year on this form. Child Support will calculate your assessment and send you a new notice of assessment.

## Your employer's role

Your employer is required to fill in the employer's section of this form. Your employer will confirm that you qualify for parental leave. They'll also confirm the tax code that you use, your income, your length of employment and the hours you work. They may ask to see a certificate of pregnancy from your lead maternity carer or adoption papers showing the due date.

When your employer has filled in the employer's section, they'll give the form to you to send to Inland Revenue. Please call the Department of Labour on **0800 209 020** if your employer won't fill in the form.

You can also call the Department of Labour if you and your employer don't agree on your eligibility for parental leave, the amount of your ordinary pay or your average weekly earnings.

## For more information

### *Penalties*

It's an offence to give false or misleading information, or don't provide information with the intention to mislead, to enable you or another person to be entitled to PPL. There is a fine of up to \$5,000 for anyone convicted of this offence.

### *Privacy*

Meeting your tax obligations involves giving accurate information to Inland Revenue. We ask you for information so we can assess your liabilities and entitlements under the Acts we administer.

You must, by law, give us this information. Penalties may apply if you do not.

We may exchange information about you with the Ministry of Social Development, Ministry of Justice, Department of Labour, Ministry of Education, New Zealand Customs Service, Accident Compensation Corporation or their contracted agencies. Information may be provided to overseas countries with which New Zealand has an information supply agreement. Inland Revenue also has an agreement to supply information to Statistics New Zealand for statistical purposes only.

You may ask to see the personal information we hold about you by calling us on **0800 377 774**. Unless we have a lawful reason for withholding the information, we will show it to you and correct any errors.

### *If you disagree*

If you don't agree with any decisions made about your eligibility for paid parental leave payments, you may apply to the Employment Relations Authority for a review of that decision.

To find the Employment Relations Authority office nearest to you, go to [www.ers.dol.govt.nz/help/authority.html](http://www.ers.dol.govt.nz/help/authority.html) or call the Department of Labour on **0800 209 020**.

## Notes for employers

Your employee has given you this form to confirm that they qualify for parental leave. You are required to fill in the employer's section of this form and return it to your employee to enable their payments to begin.

### Note 6: Parental leave commencement date

Enter the commencement date of the employee's parental leave. This will be the start date of their paid parental leave (PPL) payment period. If your employee is taking annual leave before they begin their parental leave, enter the commencement date of their parental leave, not the date they start their annual leave.

### Note 7: Is your employee on a fixed-term agreement?

Please enter the expiry date of the employee's fixed-term agreement, because PPL payments can't continue beyond that date.

### Note 8: Junior doctors and teachers

If your employee is a junior doctor required to rotate between different district health boards (DHBs) as part of their compulsory training, their length of service with each separate employing DHB can be added together to work out whether they meet the 6 or 12-month criteria for leave and payments.

Please note this only applies to doctors undergoing certain types of training. Call the Department of Labour to find out if your employee qualifies. They will still need to meet the "hours of work" test and give you proof of their previous employment history with other DHBs, including the hours worked and their earnings.

If your employee is a teacher who is (or has been) employed by multiple boards of trustees in a state school or integrated school, these jobs are counted together to work out whether they meet the 6 or 12-month criteria for leave and payments. They will need to give you proof of their previous employment history with other boards of trustees, including the hours they worked and their earnings during the qualifying tenure period.

### Note 9: Is your employee taking less than 14 weeks parental leave?

Please tick if your employee will be taking less than 14 weeks' parental leave.

If they're taking less than the maximum PPL period they're entitled to, please enter the date you expect them back at work.

### Note 10: What is your employee's income?

The PPL payments your employee will receive will be based on their current wage or salary from you.

Enter the greater of your employee's ordinary weekly pay or average weekly earnings. To calculate your employee's ordinary weekly pay enter the amount of their gross wage for a normal week, calculated on their normal number of hours of work and their ordinary pay rate. If your employee's ordinary weekly pay is more than \$429.74 a week gross, just enter their ordinary weekly pay because they'll receive the maximum payment.

Calculate your employee's average weekly earnings as follows:

- If the employee qualifies for parental leave on the basis of the previous 12 months' service, enter 1/52th of their gross earnings for the year ending with the baby's expected due date or, if adopting, the date the employee assumes care of the child.
- If the employee qualifies for parental leave on the basis of their previous 6 months' service, enter 1/26th of their gross earnings for the 6 months ending with the baby's expected due date or, adopting, the date the employee assumes care of the child.

If your employee was absent from work on leave without pay (other than parental leave) or on ACC, calculate the average weekly earnings based on the number of weeks the employee was present in the 6 or 12 months immediately preceding the expected due date of delivery or adoption.

### Example:

The employee qualifies based on 12 months' service and was absent for 4 complete weeks. The average weekly earnings is 1/48th of their gross earnings. If your employee hasn't started parental leave you'll need to predict the hours up to the expected due date of birth or adoption, based on current work patterns.

### Note 11: Employee's tax code

Tax is deducted from PPL payments using the same tax code you've been applying to regular wage or salary payments. Please enter your employee's current tax code.

If your employee continues to receive employment income under a special agreement, tax is deducted from PPL payments using a secondary tax code.

### Note 12: Employer's declaration

As the applicant's employer you must confirm they qualify for parental leave. Please read the following points carefully before you sign the declaration.

- The applicant must have worked for you for an average of 10 hours or more a week at the expected date of birth or adoption, for either 12 months, or 6 months.
- Your employee must not have taken parental leave within the 6 months before the expected date of birth or adoption of this baby.
- Your employee must provide you with a certified copy of a court order, a letter from a social worker, or a statutory declaration from the employee showing the date they have adopted or intend to adopt a child.

If you're unsure whether an employee qualifies for parental leave, call the Department of Labour on 0800 209 020.



# Paid parental leave application for an employee

Department of Labour  
TE TARI MAHI

Office use

## Applicant to complete

First name  Surname

IRD number (8 digit numbers start in the second box.

Postal address   
Please put street address or PO Box number and suburb, box lobby or RD  Town or city above (see note 1)

Phone number  ( )  ( )   
Home Work

We collect the following information for statistical purposes. This question is optional.

Please tick the ethnic group(s) you belong to

NZ European     Cook Island Māori     Chinese  
 Māori     Tongan     Indian  
 Samoan     Niuean     Other (please specify)

Is this application for an adopted child?  Yes Please attach documentation if available  
 No

Birth date of your child (or adopted child) or expected due date (see note 2)     
Day Month Year

Have you received paid parental leave (PPL) for a child previously? If "yes", please tick here

Your bank account number (see note 3)                  
Bank Branch Account number Suffix

**Note:** You may qualify for both parental tax credit (PTC) and paid parental leave (PPL) payments, but you cannot receive both. In most cases PPL payments will be higher than parental tax credit payments (see note 4).

Are you expecting three or more children? (from multiple birth or adoptions)  Yes  No

Is your income from your job less than \$22,346 (before tax)?  Yes  No

Are you planning to take less than 14 weeks' parental leave?  Yes  No

If you've answered "Yes" to any of these questions, we'll get in touch with you to help you work out which is better for you.

If you've answered "No" to all three questions, PPL is better for you.  
Please tick the circle to show you're choosing to receive PPL payments instead of PTC.  Yes

If you're unsure about any of these questions please tick this circle and we will contact you.

Do you want to transfer any of your entitlement to your spouse or partner?  Yes  No

You might have a spouse or partner who's also taking parental leave from their job or self-employment and you may want to transfer your entitlement to them for some or all of the period (up to the 14 weeks' entitlement). If you do you'll also need to fill in a *Paid parental leave transfer to an employee (IR 881)* form or a *Paid parental leave transfer to a self-employed person (IR 889)* form.

Do you make payments to Inland Revenue Child Support? (see note 5)  Yes  No

If you'd like to estimate your income for child support, enter your new income estimate for the current financial year (see note 5) \$  :   
For the financial year ending        
Day Month Year

**Declaration** There are penalties for giving false or misleading information or failing to provide information with the intention to mislead.

I declare that the information in this application form is true and correct to the best of my knowledge. I understand that I have chosen to receive paid parental leave payments and cannot receive parental tax credit for the children this application relates to.

Signature

/ /  
Date

## Employer to complete

Employer's name	<input type="text"/>		
Employer's IRD number	(8 digit numbers start in the second box. 1 2 3 4 5 6 7 8 )	<input type="text"/>	<input type="text"/>
Postal address	<input type="text"/>		
	Please put street address or PO Box number and suburb, box lobby or RD	Town or city above (see note 1)	
Contact person	<input type="text"/>		
Job title	<input type="text"/>		
Phone number	( <input type="text"/> )	<input type="text"/>	<input type="text"/>
	Work	Other	

We collect the following information for statistical purposes. This question is optional. Please tick the industry group you belong to.

- |  |  |   |   |
|--|--|---|---|
| <input type="radio"/> Accommodation, restaurant      | <input type="radio"/> Cultural and recreational            | <input type="radio"/> Government                    | <input type="radio"/> Personal and other services |
| <input type="radio"/> Agriculture, forestry, fishing | <input type="radio"/> Education                            | <input type="radio"/> Health and community services | <input type="radio"/> Transport and storage       |
| <input type="radio"/> Communication                  | <input type="radio"/> Electricity, gas, water supplier     | <input type="radio"/> Manufacturing                 | <input type="radio"/> Wholesale and retail        |
| <input type="radio"/> Construction                   | <input type="radio"/> Finance, business services, property | <input type="radio"/> Mining                        |   |

Applicant's parental leave commencement date (see note 6)	<input type="text"/>	If the applicant is on a fixed-term agreement, enter the completion date of the agreement (if known) (see note 7)	<input type="text"/>
	Day Month Year		Day Month Year
Is the applicant taking less than 14 weeks' parental leave? (see note 9)	<input type="radio"/> Yes <input type="radio"/> No	If "yes", what date is the employee expected to return to work?	<input type="text"/>
			Day Month Year
Enter the greater of the applicant's ordinary weekly pay or average weekly earnings (see note 10)	\$ <input type="text"/>	Applicant's current tax code (see note 11)	<input type="text"/>

### Employer's declaration (see note 12 before completing this declaration)

Please complete and/or tick the option that applies for each section in the declaration. Please ensure you have fully completed and signed the declaration, so payments can start promptly for your employee.

I declare that \_\_\_\_\_ (applicant's name) qualifies for parental leave because they:

- will have been employed by me for \_\_\_\_\_ year(s) \_\_\_\_\_ month(s) at the baby's expected due date or adoption date, and will have worked for an average of \_\_\_\_\_ hours a week over the 6 or 12 months (circle one) before the baby's expected due date or adoption date and has worked at least one hour a week or 40 hours a month over this period.
- are a teacher employed by multiple boards of trustees, or a junior doctor who has worked for more than one district health board and will have worked for an average of \_\_\_\_\_ hours a week over the previous 6 or 12 months (circle one) and they have provided me with evidence of their previous jobs, earnings and hours (see note 9)
- will not have taken parental leave in the 6 months prior to the expected date of birth or adoption of this baby
- have provided me with a certificate of pregnancy from the lead maternity carer stating the applicant's expected due date, or have provided me with documentation that they are adopting a child (see note 12)

**Note:** You're not required to provide a certificate of pregnancy or documentation that they are adopting a child if this is covered under the parental leave provisions in their employment agreement.

There are penalties for giving false or misleading information, or failing to provide information with the intention to mislead.

I declare that the information in this application is true and correct to the best of my knowledge.

Signature

/ /  
Date