



Parental Leave Process

Unitec encourages you to advise both your Manager and HR Business Partner of your intention to apply for parental leave at your earliest opportunity to allow plenty of time to meet the application requirements and to plan for a replacement during your leave. You will need to discuss the process with your HR Business Partner who will guide you through the application procedure.

There is no specific Parental Leave application form – we recommend that you write a covering letter to your manager in order to submit your application for parental leave as well as a [Staff Leave form](#). You must attach a certificate, or copy of a certificate, from your doctor or midwife stating when the baby is due.

You will need to use up your outstanding annual leave and, if applicable, discretionary leave, balances prior to commencing your Parental Leave, so you need to factor this in when deciding on which day your Parental Leave will actually commence.

For general information regarding Parental Leave and Taxpayer Paid Parental Leave the following two links will take you to the relevant government website for up to date information. However, it is important to discuss the process with your HR Business Partner because differences in employment terms may differ slightly from these statutory requirements.

General Information about **Parental Leave under the Parental Leave and Employment Protection Act 1987**

Please click on the links below to go directly to the government website on Parental Leave. These provide all the necessary and up to date information and relative forms regarding Parental Leave and Taxpayer-funded paid Parental Leave.

<http://www.employment.govt.nz/leave-and-holidays/parental-leave/>

<https://www.employment.govt.nz/leave-and-holidays/parental-leave/how-to-apply-for-parental-leave/parental-leave-forms-and-letters>

Other sources of information are:

- The Employment Relations Service website <https://www.employment.govt.nz>
- The Department of Labour Employment Relations Info Line Ph 0800 800 863