



Te Tāhū Hauora
Health Quality & Safety
Commission

29 November 2024



Tēnā koe [REDACTED]

Thank you for your Official Information Act 1982 request dated 15 November 2024, requesting the following information about Te Tāhū Hauora Health Quality & Safety Commission's parental leave policies and related support.

Copies of your organisation's parental leave policies and relevant documents outlining information and support provided to employees on individual contracts and/or collective agreements who take parental leave.

Please provide a summary of support, information and entitlements you provide to your employees who take parental leave and return to work at your agency.

This should include:

- *Parental leave payment, ex-gratia payments and 'top-ups' for primary carers, as well as the conditions employees need to meet to receive such payments*
- *Paid leave for partners/secondary carers, as well as the conditions employees need to meet to receive such payments*
- *Remuneration review during leave*
- *Leave accrual during leave and the rate at which annual leave is paid after an employee returns from parental leave*
- *Flexible work policies*
- *Kiwisaver contributions - particularly whether employer contributions are paid during parental leave grant / ex-gratia payment / paid parental leave*
- *Any contributions towards childcare*

- *Support in the event of a miscarriage or stillbirth*
- *Any support provided for fertility, adoption and surrogacy*
- *Any other parental leave benefits or support.*

We have attached excerpts from our HR Policy Manual and an extract from our individual employment agreement, which outline that we comply with relevant legislation.

In response to your specific points raised in your request, we follow relevant legislation where applicable and tailor our support based on individual circumstances in collaboration with the employee and their manager.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā

A handwritten signature in black ink, consisting of a large loop on the left and a horizontal line extending to the right.

Dr Peter Jansen

Chief Executive

Te Tāhū Hauora Health Quality & Safety Commission



Excerpt from Te Tāhū Hauora Health Quality & Safety Human Resource Policy Manual

Parental leave

Parental leave is provided in accordance with the current legislation on Parental Leave and Employment Protection. Please refer to the external legislation.

Parental leave may commence up to six weeks prior to the expected date of birth, or earlier if recommended by your doctor. You will need to provide a medical certificate stating that it is necessary to commence parental leave earlier than six weeks.

Applications for parental leave

When a child is to be born, you will need to give notice three months before the expected date of delivery. Partners applying for parental leave should, in addition to the medical certificate, include a written statement from the mother stating that the child will be cared for by the applicant.

When a child is to be adopted, you will need to give notice within 14 days of the approval by a social worker or the making of the court order. Notice must be accompanied by the relevant documentation.

Statutory Paid Parental Leave Scheme

If you are eligible for parental leave, you may also be entitled to payment under the Statutory Paid Parental Leave Scheme. This payment is taxpayer funded and administered by Inland Revenue. Please refer to www.ird.govt.nz for more information.

Returning to work

If you are on parental leave, you must write to your manager 21 days before your intended date of return advising your intentions.

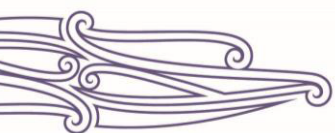
Further information on the Act and any payment entitlements is available from Employment New Zealand (www.employment.govt.nz/).

Ex gratia payment

An ex gratia payment equivalent to six weeks' salary is payable when you return from parental leave and complete a further six months service. This applies if you return to work immediately after taking at least 30 working days extended leave (excluding paternity leave).

This does not apply if you take any leave without pay between the end of your parental leave and returning to work. The payment will be calculated on the ordinary pay and hours worked prior to going on parental leave.

If you are absent on parental leave for less than six weeks, you will receive the proportion of the payment that the absence represents in working days.



The ex-gratia payment constitutes an enhancement to the legislation

Excerpt from Individual Employment Agreement

Parental leave

The employee can take parental leave in line with the Parental Leave and Employment Protection Act 1987.

