



Parental Leave

A guide for employees, employers and the self-employed

About this guide

This guide explains the rights of employees and self-employed individuals to parental leave and parental leave payments, when they are having a baby or adopting a child under six years old.

These rights are provided in the Parental Leave and Employment Protection Act 1987 (the Act).

What the Act covers

The Parental Leave and Employment Protection Act 1987 provides for unpaid leave of up to 52 weeks from employment for birth mothers or parents who are legally adopting (under the Adoption Act 1955) a child aged under the age of six, and their partner/spouse.

The Act also provides up to 16 weeks' worth of parental leave payments. This is paid by the government, through Inland Revenue, not employers. In order to access payments, employees must qualify for parental leave from their employers and apply for parental leave from their employers, prior to applying to Inland Revenue for payments.

Eligible self-employed people are also entitled to take a temporary period of leave away from self-employment as parental leave and receive statutory payments.

Parental leave for employees

What is parental leave?

Parental leave is unpaid leave from employment available to eligible employees. There are four types of parental leave, which can be taken by the employee and shared with their partner, if eligible. These are as follows.

Maternity leave of up to 16 weeks is available to pregnant employees or adoptive mothers who qualify on the basis of the hours test for the previous six or 12 months of service. In some circumstances maternity leave may be extended beyond 16 weeks.

Additionally for pregnant employees, Special leave of up to 10 days can be taken for reasons relating to a female employee's pregnancy. Special leave is unpaid and can be used for things such as medical appointments and antenatal classes. This leave does not need to be taken in full days – it can be broken up into part days or hours if required, or taken in a continuous block.

Partner's/paternity leave of up to two weeks for the mother's partner on the birth or adoption of a child, if that partner meets the hours test for the previous 12 months of service, and up to one week for the mother's partner on the birth or adoption of a child if that partner meets the hours test for the previous six months of service.

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In some circumstances partner's/paternity leave of one week may be extended.

Extended leave of up to 52 weeks, less any maternity leave taken or period of extended partner's/paternity leave taken, which can be shared between the parents, if they are both eligible. This leave is only available to those parents who have qualified for leave on the basis of the hours test for the previous 12 months of employment with their employer. Each of these types of leave, how to qualify for them, when the leave must be taken, and how the leave can be shared between partners, is detailed below.

Parental leave in employment agreements

Some employment agreements include parental leave provisions. An employee may have a choice of parental leave provisions if their employment agreement has provisions that are the same or better than those in the Act.

If the employment agreement has arrangements for all of the following and those conditions are the same as or better than the provisions of the Act, then the employee must use the provisions of the employment agreement.

The conditions of eligibility for any parental leave:

- The duration of parental leave.
- The degree of protection provided for the employee's position in the employment of the employer during and subsequent to any absence on parental leave.
- The employer's obligation or lack of an obligation to pay remuneration during the parental leave.
- The procedural requirements relating to parental leave (for example, how an employee applies for parental leave).

An employee cannot choose bits of the Act and bits of the agreement – it's either one or the other. If the employment agreement must be used, then employees are still able to use the problem-solving provisions and parental leave payments provided by the Act.

An employment agreement cannot offset or reduce an employee's eligibility for the government's parental leave payments, but the agreement can provide for additional payments from the employer.



Types of parental leave for employees

Maternity leave

Maternity leave is a period of up to 16 weeks leave away from work for a female employee around the time of birth or assumption of care of an adoptive child.

How to qualify for maternity leave

A pregnant female employee qualifies for maternity leave if, at the expected date of delivery, she will be in the employment of the same employer in the immediately preceding six or 12 months for at least an average of 10 hours a week (including one hour in every week or 40 hours in every month)

A female employee who is intending to legally adopt a child under the age of six qualifies for maternity leave if, at the date she will first assume (with a view to adoption*) care of the child, she will be in the employment of the same employer in the immediately preceding six or 12 months for at least an average of 10 hours a week (including one hour in every week or 40 hours in every month).

* See also the section on Adoption on Page 7

Commencement of maternity leave

Maternity leave may commence up to six weeks prior to the expected date of delivery, but at the latest it commences on the date the labour commences or the date on which adoptive mother first assumes care of the child.

Maternity leave can only be taken in one continuous period.

Early commencement of maternity leave

In some cases for pregnant employees, maternity leave can commence even earlier than six weeks.

For all eligible employees, maternity leave can begin on any date mutually agreed by employer and employee.

For pregnant employees, a doctor or midwife may determine that a pregnant employee may commence her maternity leave earlier than the expected date of delivery and intended commencement of maternity leave. A medical certificate is required.

An employer may also direct a pregnant employee to commence maternity leave early if she is incapable of performing her duties to the safety of herself or others. If an employee believes that they have been unfairly ordered to start their leave early, they can challenge the employer's decision. See Problem-solving and help section on page 20.

If a pregnant employee commences her maternity leave early for medical or work-related reasons, she is entitled to at least eight weeks of her leave after the due date, to extend the maternity leave if necessary. Any extension of maternity leave under these circumstances is not deemed to be part of the total 52 weeks parental leave entitlement for employees that meet the 12-month criteria.

Transfer to other duties

Employers may temporarily transfer a pregnant employee to another job if she cannot do her original job adequately or safely.

Special leave

A pregnant female employee who is eligible for maternity leave is also eligible for up to 10 days unpaid special leave, which can be used for any reason connected with her pregnancy, such as doctors' appointments, regular scans and tests, morning sickness, breast feeding classes, etc.



Partner's/paternity leave

Partner's/paternity leave is up to two week's duration taken around the time of the birth or adoption of a child. It can only be taken in one continuous period.

How to qualify for partner's/paternity leave

An employee qualifies for partner's/paternity leave if he or she is either:

- the spouse or partner of a pregnant woman and is assuming care of the child,
- or is assuming, with a view to adoption jointly with his or her spouse or partner the care of a child; and
- will be employed by the same employer for at least an average of 10 hours a week (including one hour in every week or 40 hours in every month) in either the six or 12 months immediately before the baby's expected date of delivery or date of first assumption of care of the child being adopted jointly*.

* In the case of adoption, the Adoption Act places some restrictions on who may adopt jointly. See Adoption section on page 7 for further information.

Duration of partner's/paternity leave

If an employee meets the 12-month eligibility criteria they can take up to two weeks' leave. It is additional to any extended leave the employee may be eligible for and does not count towards the total 52 weeks maximum.

If an employee only meets the six-month criteria they can take up to one week's leave. However, partner's/paternity leave may be extended if parental leave payments are transferred from a mother to eligible partner. Employees who only qualify for one week under the six-month criteria may have this leave extended if their partner, who is eligible for parental leave payments, transfer some or all of their payments to them.

Commencement of partner's/paternity leave

For partners or spouses whose partner is pregnant, partner's/paternity leave can begin:

- on the date of confinement
- at any time within the period that begins three weeks prior to the expected date of delivery and ends three weeks after the actual date of delivery or when the child leaves hospital
- at any other time mutually agreed with the employer.

For partners or spouses who are adopting, partner's/paternity leave can commence:

- on the date they first assume care of the child to be adopted
- at any time within the period that begins three weeks prior to assuming care of the child and ends three weeks after assumption of care
- at any other time mutually agreed with the employer.

Extended leave

Extended leave is available for employees with 12 months' eligible service for up to 52 continuous weeks, less any maternity leave taken.

How to qualify for extended leave

An employee qualifies for extended leave if they:

- are giving birth, or their spouse/partner is giving birth, and they are assuming care of the child, or
- are assuming, with a view to adoption¹ the care of a child, or are assuming with his or her spouse or partner the care of a child jointly²; and

¹ See also the section on Adoption on page 7.

² In the case of adoption, the Adoption Act places some restrictions on who may adopt jointly. See section on Adoption.



- will be employed by the same employer for at least an average of 10 hours a week (including one hour in every week or 40 hours in every month) in the 12 months immediately before the baby's expected date of delivery or date of first assumption of care of the child being adopted.

Employees who have only been employed up to six months at the expected date of delivery are not eligible for extended leave.

Extended leave is available in the 12 months after the birth or in the case of adoption the date of first assumption of care of the child, and may be shared by either or both partners as long as the total does not exceed 52 weeks (not including partners/paternity leave taken). Extended leave must be taken in one continuous period.

Any maternity leave taken in excess of 16 weeks due to doctor's orders or the employer directing the employee to commence does not count towards the 52 weeks total.

Sharing extended leave

Extended leave can be shared by two partners who both meet the extended leave eligibility criteria. The leave may be shared in the following ways:

- One spouse takes the full entitlement of up to 52 weeks; the other spouse takes no maternity or extended leave.
- Both parents take one period of extended leave and the total shared leave does not exceed 52 weeks; no maternity leave is taken.
- The mother takes maternity leave; both parents share the full entitlement of extended leave of up to 52 weeks reduced by the amount of maternity leave taken.
- The employee and his or her spouse take leave in such a manner as is agreed between them and their respective employers (subject to the 52-week time restraint).

Extended leave can be taken consecutively or concurrently; for example, one parent may take a period of leave, followed by the second parent when their leave ends, or each parent may take their period of leave at the same time.

Each employee must take their extended leave in one continuous period, and the total amount of leave taken by both parents must not exceed 52 weeks (not including partner's/paternity leave). All leave must be taken within the first year after the birth or date of first assumption of care of the child (with a view to adoption).

The summary of paid and unpaid leave entitlements chart (page 9 and 10) shows how leave can be shared between partners.

Example

Julie (who has 12 months' eligible service) decides to take 16 weeks' maternity leave and then 26 weeks' extended leave. Her partner Jason (who has 12 months' eligible service) could have two weeks' paternity leave when the baby is born. Jason could then take the remaining 12 weeks' extended leave while Julie returns to work.

Commencement of extended leave

Extended leave may commence in one of the following manners:

- If a female employee has taken maternity leave, on any date beginning with expiry of that leave.
- If an employee has taken partner's/paternity leave, on any date beginning with expiry of that leave.
- If an employee has not taken any maternity leave or partner's/paternity leave, on any date beginning with date of confinement.
- Any other date agreed to by the parties.



Ending of extended leave

Extended leave ends in one of the following ways:

- once the child turns one
- the first anniversary of the assumption of care of the child (in the case of adoption)
- the date employee ceases to have care of the child, for example, if the child is removed from the care of the parent, or the child dies.

Other ways to qualify and restrictions on qualification

Multiple employments

In general, an employee must meet eligibility criteria in each of their employments to take parental leave under the Act. Employments must be treated separately when determining whether they would be entitled to take the parental leave - hours in each separate employment cannot be added together to meet the eligibility criteria of at least 10 hours a week. There are however exceptions to the rule, which are outlined below.

Multiple employments – medical practitioners

Where a doctor is required to work consecutively for more than one District Health Board (DHB) to complete any training, then for the purposes of determining eligibility for parental leave, these employments are deemed to be one employment.

Multiple employments – teachers

If a teacher is employed by more than one board of trustees of state-run or integrated schools, whether concurrently or consecutively, the employments are deemed to be one employment for the purposes of eligibility.

Continuous service where there has been a change of employer

In certain situations, the employee is deemed to have the same employer, and the continuity of their employment is preserved. The Act covers the following situations:

- transfer of business
- substitution of new body corporate as employer
- death of employer, and employee continued employment by personal representatives or
- trustees of the estate
- change in the employee's partners
- employment of the employee by an associated employer.

Determining whether employment is continuous for the purposes of the Act can be difficult to ascertain and under these circumstances legal advice should be sought. For further information contact us on 0800 20 90 20.

Absences from work can count towards hours

The Act also covers when the hours may not have been met because the employee was away from work in some circumstances. When assessing the average of 10 hours a week it must be no less than one hour a week or forty hours in every month during the qualifying period. The following types of leave would count as if they were hours the employee would have worked:

- agreed leave without pay
- ACC
- annual leave
- “volunteers” service – that is, territorial or other volunteer armed forces personnel away on protected leave of employment whilst serving in armed forces
- maternity leave before child born
- any other hours a Labour Inspector deems not to disrupt the normal pattern of work.



Restriction on taking consecutive periods of parental leave

Leave can be taken for second and subsequent children provided the eligibility criteria are met. However, you cannot be eligible for another period of parental leave unless the expected date of delivery or adoption is at least six months after your return to work from a previous period of parental leave.

Notes on partners, adoptive parents, and options for those who do not qualify

Partners

A spouse or partner is a person in a married, civil union, or de facto relationship (including same-sex partners) with the mother, or primary carer who assumes the care of the child with their spouse/partner. They do not need to be the natural parent of the child.

In adoption situations, the Adoption Act places some restrictions on who may adopt a child jointly; this will mean that partner's/paternity leave and extended leave will not be available for the partner of an adoptive parent if they are not adopting jointly. Further information about adopting jointly can be obtained from the Child, Youth & Family Service.

Adoptions and adoptive parents

For an adoptive parent to be eligible for parental leave from their employment they must meet the eligibility requirements and the adoption must be lawful in New Zealand. This means the adoption must be made under the Adoption Act 1955 or, in the case of international adoptions, have the same effect as an adoption made under that Act. International adoptions depend on which country the child is from, what the laws are in that country, and where the adoption will actually take place.

What is a "view to adoption"?

For parents intending to adopt, each of the eligibility criteria for parental leave listed above has two parts. In order to be eligible for parental leave, adoptive parents must not only have worked the number of hours required to meet the 'hours tests', they must also have a "view to adoption".

A "view to adoption" is the taking of formal steps to legally adopt under the Adoption Act. This means certain documentation which places the child lawfully in the home of the employee must be in place at the date the employee will first assume care of the child. The required documentation must be one of the following (depending on how the child will be placed in the home):

Either:

a Child Youth & Family Social Worker issues a letter placing the child in the home with a view to adoption;

Or:

the Family Court issues an interim order placing the child in the home with a view to adoption.

Or:

where a child is otherwise lawfully in the employee's home and the employee completes a statutory declaration stating that the child is lawfully in their home and detailing what steps are being, or have been, taken by the employee to formally adopt the child. Situations where this may occur include when:

- the child is in the home because of custodial arrangements under the Children, Young Persons and Families Act 1989 or
- the child is in the home because of guardianship arrangements under the Care of Children Act 2003 or



- the child is in the home of a parent and stepparent or
- the child is in the home of a relative. Note that “relative” is narrowly defined in the Adoption Act, and may only be a grandparent, brother, sister, uncle or aunt of the child, whether by full-blood, half-blood or by affinity (marriage).

The documentation listed above which is applicable to the circumstances must also be provided to the employee’s employer when the employee notifies them of their intention to take parental leave. See the section “Notifying employer of intention to take parental leave”.

Further information about adoption

Employees who are intending to adopt and wish to take parental leave are strongly advised to contact Child, Youth & Family Service for further information about adoption and the adoption process.

The effect of an adoption as provided by the Adoption Act is that the child ceases to be the child of his or her natural parents and becomes, for all intents and purposes, the lawful and natural child of the adoptive parents.

It is important to note that informal private arrangements, (including whāngai, atawhai and other cultural adoptions), guardianship and parenting orders, Home for Life and other foster care arrangements are not in themselves an adoption under the Adoption Act. To qualify for parental leave, the intended adoption must be a formal adoption under the Adoption Act.

It is also important to note that the Parental Leave and Employment Protection Act does not anticipate a person assuming care of a child and then later deciding to adopt. The eligibility sections of the Act require that there must be a view to adoption (with all necessary documentation placing the child lawfully in the employee’s home in place)

when the employee first assumes care of the child.

The Adoption Act also places some restrictions on who may adopt a child jointly; this will mean that partner’s/paternity leave and extended leave will not be available for the partner of an adoptive parent if they are not adopting jointly. Further information about adopting jointly can be obtained from the Child, Youth & Family Service.

To discuss any issues regarding eligibility for parental leave contact us on 0800 20 90 20 during normal business hours.

Employees who do not qualify

Employees who have been employed for less than six months with their current employer or do not otherwise meet the minimum hours of work test are not entitled to parental leave. (Note that special rules apply to teachers and doctors.)

However, employees and their employers are free to make and agree to other leave arrangements if they do not meet the minimum hours of work test. While this will enable them to take a period of leave in the nature of parental leave, this will not make them eligible for payments.

Employees should also note that their entitlements to parental leave may be affected if they reduce their hours in the 6 months immediately before the expected date of delivery.



Summary of paid and unpaid leave entitlements for employees

	Mother in employment meets the minimum hours test (see note 1 below) for the immediately preceding 12 months	Mother in employment meets the minimum hours test (see note 1 below) for the immediately preceding six months
Spouse/partner in employment meets the minimum hours test (see note 1 below) for the immediately preceding 12 months	<p>Mother entitled to:</p> <ul style="list-style-type: none"> 10 days' special leave 16 weeks' maternity leave 52 weeks' unpaid extended leave (including the 16 weeks of maternity leave). <p>Mother is eligible for up to 16 weeks' parental leave payments but can also transfer up to 16 weeks to spouse/partner.</p> <p>Spouse/partner entitled to share remaining unpaid leave up to a total of 52 weeks (including: 16 weeks' maternity leave).</p> <p>Spouse/partner entitled to two weeks' additional unpaid partner's/paternity leave.</p>	<p>Mother entitled to:</p> <ul style="list-style-type: none"> 10 days' special leave 16 weeks' maternity leave 16 weeks parental leave payments No entitlement to 52 weeks' extended leave. <p>Mother can transfer up to 16 weeks' paid parental leave to spouse/partner.</p> <p>Spouse/partner has:</p> <ul style="list-style-type: none"> an existing entitlement of up to 52 weeks' unpaid leave (minus any maternity leave taken) two weeks' unpaid partner's/paternity leave.
Spouse/partner in employment meets the minimum hours test (see note 1 below) for the immediately preceding six months.	<p>Mother entitled to:</p> <ul style="list-style-type: none"> 10 days' special leave 16 weeks' maternity leave 52 weeks' unpaid extended leave (including the 16 weeks of maternity leave). <p>Mother is eligible for up to 16 weeks' parental leave payments but can also transfer up to 16 weeks to spouse/partner.</p> <p>Entitled to one week partner's/paternity leave.</p> <p>Partner's/paternity leave may be extended to equal the period of paid leave transferred.</p>	<p>Mother entitled to:</p> <ul style="list-style-type: none"> 10 days' special leave 16 weeks' maternity leave 16 weeks' parental leave payments. <p>No entitlement to 52 weeks' extended leave.</p> <p>Spouse/partner entitled to one week partner's/paternity leave.</p> <p>Mother can transfer up to 16 weeks' parental leave payments to spouse/partner, but total amount of leave available to both, assuming a transfer occurs, is 16 weeks, including one week partner's/paternity leave available to spouse/partner.</p>
Spouse/partner meets the self-employed minimum hours test (see note 2 below) for the immediately preceding six or 12 months	<p>Mother entitled to:</p> <ul style="list-style-type: none"> 10 days' special leave 16 weeks' maternity leave 52 weeks' unpaid extended leave (including the 16 weeks of maternity leave). <p>Mother is eligible for up to 16 weeks' parental leave payments but can also transfer up to 16 weeks to spouse/partner.</p>	<p>Mother entitled to:</p> <ul style="list-style-type: none"> 10 days' special leave 16 weeks' maternity leave 16 weeks' parental leave payments. <p>No entitlement to 52 weeks' extended leave.</p> <p>Mother can transfer up to 16 weeks' parental leave payments to spouse/partner.</p>
Spouse/partner has worked for less than six months or does not meet either the minimum hours test (see note one below) or the self-employed test (see note 2 below) for the immediately preceding six or 12 months	<p>Mother entitled to:</p> <ul style="list-style-type: none"> 10 days' special leave 16 weeks' maternity leave 52 weeks' unpaid extended leave (including the 16 weeks maternity leave). <p>No leave available to spouse/partner.</p>	<p>Mother entitled to:</p> <ul style="list-style-type: none"> 10 days' special leave 16 weeks' maternity leave 16 weeks' parental leave payments. <p>No entitlement to 52 weeks' extended leave.</p> <p>No leave available to spouse/ partner.</p>

1. The minimum hours test is that, for the applicable six or 12-month period, an employee must establish that they will be employed by the same employer for an average of 10 hours per week and no less than one hour in every week or 40 hours in every month.
2. The minimum hours test is that, for the applicable six or 12-month period, the person will be self-employed for an average of 10 hours per week. Where the self-employed person is engaged in one or more types of work, concurrent work during the six or 12-month period is treated as one period of self-employment, and consecutive work during the six or 12-month period is treated as one period of self-employment if the breaks between the type/s of work is no greater than 30 days.



	Mother meets the self-employed minimum hours test (see note 2 below) for the immediately preceding six or 12 months	Mother has worked for less than 6 months or does not meet either the minimum hours test (see note 1 below) or the self-employed test (see note 2 below) for the preceding six or 12 months
Spouse/partner in employment meets the minimum hours test (see note 1 below) for the immediately preceding 12 months	<p>Mother entitled to 16 weeks' parental leave payments.</p> <p>No entitlement to 52 weeks' extended leave, but can take as much time from self-employment as needed.</p> <p>Mother can transfer up to 16 weeks' paid parental leave to spouse/partner.</p> <p>Spouse/partner has:</p> <ul style="list-style-type: none"> an existing entitlement to take up to 52 weeks' extended leave two weeks' unpaid paternity leave. 	<p>No leave available to mother.</p> <p>Spouse/partner has no entitlement to 16 weeks' parental leave payments.</p> <p>However, spouse/partner has:</p> <ul style="list-style-type: none"> an existing entitlement to 52 weeks' unpaid leave two weeks' unpaid Partner's/paternity leave.
Spouse/partner in employment meets the minimum hours test (see note 1 below) for the immediately preceding six months.	<p>Mother entitled to 16 weeks' parental leave payments.</p> <p>No entitlement to 52 weeks' extended leave, but can take as much time from self-employment as needed.</p> <p>Mother can transfer up to 16 weeks' parental leave payments to spouse/partner.</p> <p>Spouse/partner entitled to one week partner's/paternity leave</p> <p>Partner's/paternity leave may be extended to equal the period of paid leave transferred.</p>	<p>No leave available to mother.</p> <p>Spouse/partner entitled to 1 week's unpaid partner's/ paternity leave.</p>
Spouse/partner meets the self-employed minimum hours test (see note 2 below) for the immediately preceding six or 12 months	<p>Mother entitled to 16 weeks' parental leave payments.</p> <p>No entitlement to 52 weeks' extended leave, but can take as much time from self-employment as needed.</p> <p>Mother can transfer up to 16 weeks' parental leave payments to spouse/partner</p>	No entitlements under the Act.
Spouse/partner has worked for less than six months or does not meet either the minimum hours test (see note 1 below) or the self-employed test (see note 2 below) for the immediately preceding six or 12 months	<p>Mother entitled to 16 weeks' paid parental leave.</p> <p>No entitlement to 52 weeks' extended leave, but can take as much time from self-employment as needed.</p> <p>No leave available to spouse/partner.</p>	No entitlements under the Act.



Notifying employer of intention to take parental leave

If an employee is eligible for parental leave, then they have every right to take parental leave. The Act requires that notice of intention to take parental leave must be made in writing by the employee to their employer. This is important, as it makes it easier to solve problems for both parties if there is a disagreement.

Birth parents' notice requirements

The employer should receive a letter at least three months before the expected date of delivery.

Three months' notice is not required when the employer agrees to allow the employee to give less notice, or if the employee is assuming the care of a child with a view to adoption (which has different notice requirements – see below).

The letter must say:

- what type of leave the employee wants
- when the employee wants the leave to start, and how long the period of leave will be.

If the employee is sharing any part of their leave with their partner, the letter must also say:

- the dates on which the employee and their partner plan to start and finish each period of leave
- the partner's name and, if they are an employee, the name and address of his or her employer that the employee and their partner are both eligible for the leave they are applying for, and
- that the total amount of leave the employee and their partner are taking will not be more than 52 weeks (not counting any partner's paternity leave taken).

The employee must attach a certificate, or a copy of a certificate, from their doctor or midwife, stating when the baby is due. Their partner must also include a written declaration from the mother, when they apply for leave, stating that they are the mother's partner and they are going to share the care of the baby or child they are adopting.

Examples of the required letter can be downloaded from our website at: www.employment.govt.nz or contact us on 0800 20 90 20 during normal business hours for further information.

The employee should think carefully about the length of parental leave they want before they go on leave. Once the dates are applied for, they are set.

An employer does not have to agree to let an employee extend leave, or return early (unless special circumstances discussed in the section Returning to Work). This enables the employer to plan their business and operations for the period the employee is away.

Adoptive parents' notice requirements

The timeframe required of an adoptive parent for providing notice is shorter than that of a birth parent, and reflects that placements of children in adoptions are often at short notice.

The notice provided must be given within 14 days of receipt of documentation placing the child lawfully in the employee's home, and also be accompanied by the relevant documentation.



The documentation required will be either:

- A copy of the CYF Social Worker's letter placing the child in the employee's home with a view to adoption
- A certified copy of an interim order issued by the Family Court placing the child in the employee's home with a view to adoption
- A copy of the statutory declaration stating that the child is lawfully in the employee's home with a view to adoption, and detailing what steps are being taken to formally adopt the child whichever is applicable.

As the timeframes are narrow, it would be expected as part of an employee's good faith obligations that the employer is made aware by the employee of their intentions to adopt and take parental leave, well in advance of receiving the notification placing the child in their home.

It is important to be aware that the notice of intention to take parental leave can only be given once the employee has the necessary documentation in place. Without this, the notice provisions cannot be complied with and additionally the view to adoption element in the eligibility criteria cannot be satisfied either.

The application for leave should be in writing in the form of a letter, covering the same details as for birth parents. The letter must say:

- what type of leave the employee wants, and
- when the employee wants the leave to start, and how long the period of leave will be.

If the employee is sharing any part of their leave with their partner, the letter must also say:

- the dates on which the employee and their partner plan to start and finish each period of leave

- the partner's name and, if they are an employee, the name and address of his or her employer
- that the employee and their partner are both eligible for the leave they are applying for, and
- that the total amount of leave the employee and their partner are taking will not be more than 52 weeks (not counting any partner's paternity leave taken).

What if the deadlines for applying for leave are not met?

This does not necessarily exclude the employee from getting leave, although it can make arrangements for both the employer and employee more difficult.

Employees should give notice of their intention to take parental leave as soon as they reasonably can. If any difficulties arise, contact us on 0800 20 90 20 during normal business hours for information.

What is the employer required to do?

After the employer receives an application for parental leave, he or she has seven days in which to ask for any required information that they may not have been previously given.

This seven-day period starts from the date on which it comes to the employer's attention that the application is incomplete. The missing information must be provided within 14 days.

Once the employer has received the information, they must reply to the application within 21 days.



The reply should state:

- whether the employee is entitled to take parental leave (that is, whether they qualify for leave or not) and, if not, the reasons why
- the main rights and obligations the employee has under the Act, especially those relating to when the employee can start their leave, and
- whether the job can be kept open or not. If a job or position is deemed to be a key position, and the job cannot be kept open, the letter should explain that the employee is able to dispute that, and will have preference for similar jobs for six months after the end of the parental leave. If the employee disagrees with their employer's decision, refer to problem solving and help section.

Note that if a job cannot be kept open, the employee is still able to take the leave. See Key positions and preference periods below.

Examples of employer letters can be downloaded from our website at: www.employment.govt.nz or contact the Ministry on 0800 20 90 20 during normal business hours.

What happens if the employer refuses to respond?

The employee should contact the Ministry of Business, Innovation & Employment on 0800 20 90 20, their union, or an employment advisor for assistance in ensuring the employer meets their obligations.

Confirming arrangements

Once the leave period has started, the employer must write to the employee to confirm the arrangements made. The employer must do this within 21 days after the date the employee begins taking their leave.

The letter must include the date on which the employee is due to return to work and remind

them to write to their employer 21 days before returning to work.

The employee is required to write to their employer 21 days before their leave ends and let them know if they are planning to return to work.

What happens to the job during the parental leave?

Keeping the job open

The employer must let the employee take parental leave if they meet the eligibility requirements set out in the Act.

Employers must always keep jobs open for employees on parental leave if the parental leave period is four weeks or less, unless a genuine redundancy takes place.

If the employee applies for parental leave of more than four weeks, the job should be kept open unless the job is deemed to be a key position or a genuine redundancy takes place.

The job that is kept open is the position that the employee normally holds, not one that the employee has been temporarily transferred to due to their pregnancy.

What is a key position?

A key position is one where the job is such that due to the size of the employer's business, or the training and skills required for the job, a temporary replacement is not reasonably practicable. The employer should determine whether the position is key at the time of responding to the employee's notice of taking parental leave.

Employees can challenge an employer's decision not to keep the job open. In this case, employers must establish that the job is a key position. In practice, very few jobs are key positions. Contact us on 0800 20 90 20 for further information.



Preference period

If an employee's job is a key position and cannot be kept open, the employee may still take the leave they have applied for. Once the parental leave finishes, the employer must give the employee "preference" over the following 26 week period for any available jobs that are substantially similar to their previous job.

Temporary replacement

Employers may hire a temporary employee on a fixed-term agreement to replace an employee whilst on parental leave.

The employer must tell the replacement employee in the employment agreement that she or he is employed on a temporary basis to replace someone on parental leave, and that the person on leave may return from leave early.

For more information on fixed term agreements, or to use our Employment Agreement Builder, visit www.employment.govt.nz/er.

Dismissal

Employers cannot dismiss an employee for being pregnant or for applying for parental leave. There are special procedures if this happens. See Problem-solving and help section on page .

The Act does not stop employees from being dismissed for legitimate reasons. However, a dismissal must be for a good reason and must be done fairly.

Visit our website at www.employment.govt.nz or call 0800 20 90 20 during normal business hours for further information. Alternatively, for any issues regarding discrimination, contact the Human Rights Commission on 0800 496 877 or go to www.hrc.co.nz.

Redundancy

If a redundancy situation happens during pregnancy or parental leave, it can affect an employee's parental leave and employment protection entitlements

Employers cannot dismiss an employee for being pregnant or for applying for parental leave. The law does not prevent employees from being dismissed for legitimate reasons. However, any dismissal must be for a good reason and must be done fairly.

Any rights to return to work or preferential re-employment after parental leave end with the redundancy.

If an employee is made redundant before they start their parental leave, then they may not be eligible for parental leave payments, as they may no longer meet the criteria.

What effect does parental leave have on employment agreements?

Fixed-term agreements

Employees who are on fixed-term agreements (that is, agreements which end on a specific date or occurrence of an event) may still be entitled to parental leave.

The qualifying timeframes and number of hours per week have to be met, with the expected date of delivery falling before the expiry date of the fixed-term agreement. Entitlements under these circumstances end when the fixed term agreement expires.

Service entitlements

If an employee goes back to work, their time on leave counts as unbroken service for the purposes of service-related entitlements (such as additional weeks of annual leave or superannuation schemes).



Calculation of holiday pay

Employees are entitled to their average weekly earnings only (not their ordinary weekly pay) for annual holidays that they became entitled to during their parental leave and for the 12 months after they return to work. If they take holidays within 12 months of returning to work, the value of their annual holiday pay is reduced (as their average weekly earnings will be based on gross earnings over the previous 12 months, which takes into account the period of unpaid parental leave).

The impact of the provision will lessen the later the employee takes their annual holidays.

Any annual holidays the employee became entitled to on the anniversary of their employment before taking parental leave are not affected.

Example

Julie started her parental leave after she had worked 18 months for her employer. She took four weeks' holidays before commencing parental leave and they were paid at \$300 per week. She became due for her second annual holiday entitlement six months after starting parental leave. She earns \$300 a week before tax but was paid nothing by her employer for the period of parental leave she took. She took four weeks' annual holidays six months after returning to work from her parental leave.

Her holiday pay for her four weeks' holiday was calculated like this:

\$7,800 total pay for 52 weeks prior to taking the holidays.

$\$7,800 \div 52 = \150 , which is the "average weekly rate" over the year before she took the holiday.

$\$150 \times 4 \text{ weeks} = \600 , which is the total payment for her four-week holiday.

If she took annual holidays 12 months after returning to work from her parental leave, she would receive \$300 for each week of her holiday because her average weekly earnings would be based on the 12 months of gross earnings immediately before she took her holiday.



Cashing up holidays

Employees are able to ask their employer to pay out up to one week of their annual holidays in each entitlement year (a period of 12 months' continuous employment from the anniversary of your starting date – the anniversary date has to fall after 1 April 2011).

The employee may ask their employer to pay out up to one week of their annual holidays before or during their period of parental leave.

Any request must be considered within a reasonable time and may be declined – unless the employer has a policy that does not allow cashing up. The employee must be advised of the decision in writing and the employer is not required to provide a reason for their decision.

The calculation of holiday pay applies (that is, if the request relates to annual holidays the employee became entitled to before their parental leave, the rate of pay would be the greater of their average weekly earnings or ordinary weekly pay).

If the request relates to annual holidays they became entitled to while on parental leave, or during the 12 months after your return to work, the rate of pay would be at their average weekly earnings only).

If the employee does not come back to work after their parental leave, the employment is considered to have ended on the day the employee started the leave. The employee may be required to pay back the cashed-up annual holidays if they were not entitled to it at the date of their parental leave starting.

Superannuation

Many superannuation schemes require employees to make payments while they are on leave. Check with your employer or provider before commencing leave.

Parental leave payments for employees

Government-funded parental leave payments for a period of up to 16 weeks are available to female employees who give birth to a child or to either parent where a couple has assumed the care of a child under six they intend to jointly adopt.

Eligibility for payments

To be eligible for payment an employee must:

- be eligible for parental leave pursuant to the Act, and
- give notice to their employer of their intention to take parental leave, and
- actually take parental leave away from work.

Each of these three elements must be met to entitle an employee to parental leave payments.

The following types of eligibility for parental leave attract payment entitlements:

- Pregnant female employees entitled to maternity leave.
- Either partner intending to adopt a child (in accordance with the Adoption Act 1955) and entitled to maternity, partner's paternity or extended leave.

Transferring payments

Payments may be transferred from an eligible employee to the spouse or partner of the eligible employee (who themselves is eligible for any parental leave and has applied for and is taking parental leave) and has the payments transferred to them by their eligible partner.

If a spouse or partner is only eligible for partner's/paternity leave under the six-months qualifying criteria, then this leave is extended by the number of weeks payment being transferred to them.



Additionally, payments may be succeeded by a spouse or partner if the partner of the eligible employee or self-employed person (who themselves is eligible for any parental leave and has applied for and is taking parental leave) if their partner (eligible for payments) dies; or the spouse or partner becomes the sole guardian of the child, to the exclusion of the partner (eligible for payments).

When do payments begin and end?

Parental leave payments begin at the same time parental leave begins. Payment continues until the earlier of either parental leave ending or 16 weeks are complete. However, it may stop earlier if the employee:

- transfers the payment, or part of the payment, to their partner
- returns to work before the end of the parental leave payment period
- resigns from the job, or is employed on a fixed-term agreement that expires during the parental leave payment period.

It is important to note that any return to work during the time payments are being received, even if it is for a few hours to help the employer out, will mean that payments must stop. If any of the above apply, you must contact Inland Revenue to advise of your situation.

Redundancy situations

If an employee is made redundant before they start their parental leave, then they may not be eligible for parental leave payments, as they may no longer meet the criteria.

If an employee is made redundant after they have started their parental leave it will not affect their entitlement to parental leave payments.

If the employee is eligible for parental leave, has applied for parental leave payments, and has already started their parental leave, they

will still receive the full 16 weeks' parental leave payment.

This entitlement is the same, even if the employee was aware of the redundancy at the time of seeking and starting leave, as long as they were made redundant after they started their leave.

End of a fixed-term agreement

If a fixed-term agreement comes to an end during the period of parental leave when payments are being received, the payments (and the parental leave) will cease.

Non-return to work

If you decide not to return to work at the end of your period of parental leave, you do not have to refund any parental leave payments that you have received.

Applying for parental leave payments

Applications for parental leave payments are processed by Inland Revenue.

Application forms can be obtained by either downloading them from the Ministry of Business, Innovation & Employment's website at www.employment.govt.nz or Inland Revenue's website www.ird.govt.nz, or by contacting the Ministry of Business, Innovation & Employment on 0800 20 90 20.

Once the employee and their partner/spouse (if they intend to transfer parental leave payments to them) have completed the application forms, they should ask their employer to verify the service and payment details on the application form.



Once the employer has completed this part of the application form, the employee should forward the application form to Inland Revenue. Applications for parental leave payments must be made by the earliest of the following dates:

- before the period of parental leave ends, or
- before the employee returns to work or resigns from the job.

The latest date that an employee can apply for parental leave payments

The parental leave payment must be applied for by the earliest date:

- before the period of leave ends, or
- before the employee returns to work or resigns from the job.

Calculating entitlements

An employee is entitled to either their gross weekly rate of pay (pay before tax) or the current maximum, whichever is lower.

We have developed a web-based calculator to help employers and employees and self-employed persons calculate entitlements, and to obtain the forms referred to in this guide. It is customised to provide clear advice to birth mothers and their partners, adoptive parents, and employers. You can access it yourself at www.employment.govt.nz or phone us on 0800 20 90 20 during normal business hours.

When complete, the calculator provides a full outline of an employee/self-employed person's entitlement (based on the information provided) and gives instructions on how to access that entitlement.

Combining incomes in more than one job

If an employee holds more than one job, then the earnings can be combined to maximise the level of payment. If an employee has more than one job, they should apply for leave from each employer and follow the previously outlined procedure for each job.

Regardless of the numbers of jobs they hold, the maximum entitlement of 16 weeks and the current maximum parental leave payment per week before tax remains.

Where there is more than one application form, all forms should be forwarded to Inland Revenue at the same time.

Multiple births or adoptions

If a person gives birth to or adopts two or more children, it does not increase their entitlements to leave or payment. In the case of triplets it is, however sometimes better to consider applying for the parental tax credit. A birth mother, if they are aware that a multiple birth is likely, should discuss their options with Inland Revenue on 0800 377 777.



Returning to work after parental leave

Notice of return

If an employee is intending to return to work following their parental leave, they are required to write to their employer 21 days before their leave ends and advise them of their intention to return to work.

If the employer was not able to keep your job open while the employee was on parental leave, the employee should instead tell the employer 21 days in advance of the date they will be available for work. This date becomes the start of the six-month “preference” period.

Not returning to work

If an employee decides that they will not be returning to work when their parental leave ends, they must write to their employer and tell them this at least 21 days before their leave ends.

If an employee decides not to return to work during the period they are receiving the parental leave payment, the payments will stop when the employment ceases.

If the employee does not go back to work at the end of their parental leave, the employment will be considered to have ended on the day they started their parental leave, but they are not required to repay the parental leave payment.

Early return to work

An employee can return to work early, or start their preference period early, if their child is miscarried, is stillborn, dies, or is adopted or cared for by someone else.

The employee should write to their employer 21 days before the date they intend to return. The employee may also return to work early if the employer agrees. The employer may ask for a medical certificate if the employee wishes to return early from maternity leave.

If the employee returns to work at any time during their period of receiving parental leave payments, the payments will cease immediately. Employees have a responsibility to contact Inland Revenue should there be any early return to work.

Flexible working arrangements

Employees can request flexible work arrangement if they need it. For further information on flexible working arrangements, you can visit our website at: www.employment.govt.nz or call us on 0800 20 90 20 during normal business hours.

Infant feeding at work

Employees are entitled to breastfeed or express milk for their infant while at work. Employers are required, as far as is reasonable and practicable, to provide appropriate breaks and facilities so that the employee can breastfeed or express while at work or during work time. Breaks will be unpaid unless the employee and employer agree otherwise and are in addition to standard rest and meal breaks.

Rest and meal breaks

Employees are entitled to paid rest breaks and unpaid meal breaks. Employees and employers can agree to the timing of breaks. Employees can breastfeed during rest and meal breaks if their employer agrees. For further information visit the Ministry’s website at www.employment.govt.nz or you can phone 0800 20 90 20 during normal business hours.



Other assistance

What other assistance is available?

Working families that have children may be entitled to the parental tax credit or parental leave payments. New parents may access one, but not both, of these entitlements.

The parental tax credit is a family assistance payment administered by Inland Revenue. The number of children in a family and the family's level of income are used to calculate whether the family is entitled to the payment, and the level of the payment.

In most cases, families will receive a higher level of payment if they apply for parental leave payments. However, parental tax credit payments may be higher where a family:

- is on a low income
- is expecting the birth of, or intends to adopt, more than one child, or
- wishes to take only a short period of parental leave.

Employees can only access one of the payments, and they need to decide which is the best for them. Inland Revenue can provide advice on whether parental leave payments or the parental tax credit would be best. Phone Inland Revenue on 0800 377 777.

More information about the parental tax credit and other family assistance payments can be found on the Inland Revenue website at www.ird.govt.nz or by phoning Inland Revenue on 0800 227 773.

Problem-solving and help

Problems can often happen in workplaces, and common sense along with good communication is usually the best tool. The sooner an issue is dealt with, and the better a process is followed, the less likely it is that outside assistance will be required.

Employers and employees must deal with each other in 'good faith', have a 'good reason' and follow a 'fair process' prior to making a decision.

Discuss your concerns

Be clear about the facts. Check the facts and make sure you have not assumed or misunderstood something. It is important to have a clear idea of the issues, make sure that those involved have the time and opportunity to take advice and think through the issues. Taking advice at the earliest opportunity helps ensure everyone is fully aware of their options in the circumstances.

To prepare for a discussion about parental leave the employer and employee may wish to:

- check the relevant provisions of their employment agreement, including those relating to dispute resolution and leave
- visit our website at www.employment.govt.nz for information about parental leave
- contact the Ministry on 0800 20 90 20 during normal business hours for information
- talk to an employment relations advocate, union, lawyer or community law officer
- ask a friend, relative, or colleague to support you in the discussion.



Seek specialist assistance

We have a range of services that may be of help to you.

Labour inspectors work with employers and employees to make sure that employment laws are applied properly in workplaces. A labour inspector may investigate if the problem is about the amount of leave or the level of payment.

Labour inspectors also provide employees and employers with information and education to enable them to become compliant with the law; and assist employers to implement systems and practices in the workplace that comply with the minimum standards.

We also provide mediation services. Our **mediator** is an independent person who can assist employers and employees resolve an issue which they have been unable to resolve on their own.

Mediators are skilled at facilitating discussions between the parties and helping them to identify issues and potential solutions. The aim of mediation is for the parties to resolve the matter by agreement.

To access these services or to obtain further information about our services, you can visit our website at www.employment.govt.nz or contact us on 0800 20 90 20 during normal business hours.

Employment Relations Authority

The Employment Relations Authority is an independent institution. Its role is to resolve employment relationship problems by looking into the facts and making a decision based on the merits of the case, not on technicalities. It investigates employment relationship problems and has the power to make legally binding decisions on these matters.

The Employment Relations Authority can investigate a range of parental leave and employment protection issues, for example:

- entitlement to parental leave
- refusal to keep the employee's job open without good reason
- dismissals because the employee is pregnant or assuming the care of a child with a view to adoption
- disadvantage in respect of parental leave rights
- unfair start dates for parental leave
- unfairly transferring employees to another job.

Information about the Employment Relations Authority and its processes can be found by visiting www.era.govt.nz.

An application to the Employment Relations Authority must be made before the latest of:

- 26 weeks after the action you are complaining about
- 26 weeks after the expected date of birth, or
- Eight weeks after the end of your parental leave.

You can also apply to the Employment Relations Authority for a review of a decision made by the Ministry of Business, Innovation & Employment about your eligibility for a parental leave payment. An application for review must be made within 12 months of the date on which you were notified of the decision. The Authority may confirm, modify, or reverse the decision of the Ministry.



Discrimination

As well as an employee's rights under the Parental Leave and Employment Protection Act, an employee is protected against discrimination in employment on the grounds of their sex (including pregnancy and childbirth) under the Human Rights Act 1993 and the Employment Relations Act 2000.

To find out more about the procedures that apply under both Acts, visit our website at www.employment.govt.nz or phone the Ministry on 0800 20 90 20 during normal business hours, or contact the Human Rights Commission on 0800 4 YOUR RIGHTS (0800 496 877 or www.hrc.co.nz).

Parental leave and payments for the self-employed

Parental leave for self-employed persons is a temporary period of time away from their work to care for a new-born child or adoptive child under the age of six.

Eligibility for parental leave and payments

A self-employed individual is eligible for parental leave if they have an average of at least 10 hours a week over the six or 12 months immediately before the expected date of delivery or date of first assumption of care of a child (with a view to adoption). They must also meet the definition of self-employed (see Definitions above).

Being eligible for this leave and taking this leave away from self-employment will enable a self-employed person to receive statutory parental leave payments.

Some people are engaged in more than one type of self-employed work – for example, bee-keeping and gardening. Where you do different types of work at the same time (concurrently) during a six or 12-month period, this is treated as one period of self-employment. Enabling you to group different types of work into one period of self-employment may help you meet eligibility criteria around the number of hours worked.

Where a self-employed person has done different types of work one after the other (consecutively) during a six or 12-month period, this is also treated as one period of self-employment, as long as any breaks between this work are no greater than 30 days.



It is the self-employed person's decision whether to apply under the six or 12-month criteria. In both cases they will be entitled to 16 weeks' parental leave payments.

But if they have an inconsistent work pattern over the immediately preceding 12 months and do not meet the average hours of work criteria for this period, they may still meet the criteria over the six-month period.

The level of your parental leave payment may also differ depending on whether the average income is determined over 12 or six months.

An individual may be eligible as both an employee and as a self-employed person (for example, a carer who works part-time for a residential care facility and who also privately provides weekend respite care). They can apply separately as an employee and a self-employed person to maximise their payment. However, the payment will not exceed the maximum amount.

When parental leave and parental leave payments begin and end

Parental leave for self-employed persons may begin at any time around the birth of the child or assumption of care of an adoptive child. There is no set time limit for how long this leave may be.

Parental leave payments start at the time the parental leave begins. Parental leave payments must stop if the self-employed person:

- has received the full entitlements of 16 weeks
- returns to work
- ceases to be self-employed (for example, if they sell their business), or
- transfers part or all of their paid parental leave to their partner.

If the self-employed person is declared bankrupt or their business goes into liquidation, has a miscarriage or ceases to have care of the child, the payments do not stop.

It is also accepted that a self-employed person may:

- maintain a level of oversight over their business or do occasional administrative tasks to ensure continuity during the period of leave
- receive income during the period of paid leave that was earned before leave commenced
- receive income because of work undertaken by other people in their business during the course of the paid leave.

Maintaining this contact with their business will not affect leave.

If a self-employed person is entitled to parental leave payments under both the employee and self-employed provision, it is important that they recognise that if they return to work as an employee, even for a short period, while receiving parental leave payments, their payments under the employee provisions will stop.

Similarly, if they return to work as a self-employed person, their payments under the self-employed provisions will stop.



Applying for payments

Once leave arrangements have been decided, the self-employed person should make an application for parental leave payments as soon as possible, including whether any of the leave will be transferred to their partner (if he or she is also eligible).

The latest the application can be made is the earliest of the following events:

- the self-employed person returns to work
- when the parental leave payments ends, or
- the self-employed person ceases self-employment.

Once the self-employed person and their partner (if they intend to transfer parental leave payments to them) have completed the application they should forward it to Inland Revenue. The application form must be accompanied by the following information:

- a declaration of the self-employed status, net income, and average weekly earnings. Self-employed status, net income and average weekly earnings details need to be confirmed by -
 - a declaration from a Chartered Accountant
 - a declaration completed by self-employed person and witnessed by a Justice of the Peace (or other person who may witness a statutory declaration).

And either:

- in the case of a birth, a certificate, or copy of a certificate, from a medical practitioner or midwife confirming expected date of delivery; or
- in the case of adoption, the relevant documentation placing the child lawfully in the home of the applicant with a view to adoption. This will be one of either:
 - A copy of the CYF Social Worker's letter placing the child in the self-

employed person's home with a view to adoption

- A certified copy of an interim order issued by the Family Court placing the child in the self-employed person's home with a view to adoption
- A copy of the statutory declaration stating that the child is lawfully in the self-employed person's home with a view to adoption, and detailing what steps are being taken to formally adopt the child.

It is an offence to provide inaccurate information or to fail to supply information with the intention to mislead the Ministry of Business, Innovation & Employment when making an application.

Transfer of payments

Eligible self-employed persons may transfer payments to an eligible spouse or partner, whether they are self-employed or an employee.

A self-employed spouse or partner may be entitled to have part or all of the parental leave payments transferred to them if they intend to share responsibility for looking after the child. They must also meet either the six or 12-month eligibility criteria and the definition of self-employed above.

If transferring all or part of the parental leave payment to a partner, the self-employed person must also include either:

- their signed application form with service and payment details confirmed by their employer if the partner is an employee; or
- their signed application form and declaration of self-employed status, net income, and average weekly earnings if the partner is self-employed.



Further help

Further help can be obtained by contacting:

- an employees union
- employers' organisations
- Citizens' Advice Bureau, or
- Community Law Centres.

Human Rights Commission

You can contact the Human Rights Commission if you think you have been discriminated against.

- Call free on 0800 4 YOUR RIGHTS (0800 496 877) or email info@hrc.co.nz
- Visit the Commission's website at www.hrc.co.nz
- TTY (Teletypewriter 0800 150 111)

Child Youth & Family

For information about adoption and the adoption process, contact the CYF Care Services team:

- phone 0508 FAMILY (0508 326 459) from within New Zealand or +64-9-912 3820 from outside of New Zealand
- email them on webadoption@cyf.govt.nz
- visit their website at www.cyf.govt.nz/adoption/.

Other information

Many people, including employers, can help employees balance family and paid work responsibilities. The Equal Employment Opportunities Trust, jointly funded by employers and government, has information and suggestions.

Contact the Trust at:

Ellerslie Tower
Level 5, 56 Cawley Street
Ellerslie, Auckland.
PO Box 12 929
Penrose, Auckland 1642
Tel (09) 525 3023
Fax (09) 525 7076
admin@eeotrust.org.nz

Or visit the website: www.eeotrust.org.nz