

11 December 2024

[REDACTED]
Email: [REDACTED]

Tēnā koe [REDACTED]

Official information request for information

I refer to your official information request for information in relation to Parental leave entitlements for staff employed by Te Hiringa Mahara. Your request was received on 18 November 2024.

Your request and our response:

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.

Excerpts relevant to your request are included at Appendix One from our Leave Policy and Leave Policy Guidelines.

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:

Question	Response
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.	Parental leave for primary carers is provided in accordance with the Parental Leave and Employment Protection Act 1987. Te Hiringa Mahara does not provide ex-gratia payments or top ups.
Paid leave for partners/secondary carers, as well as the conditions employees need to meet to receive such payments.	Parental leave for partners/secondary carers is provided in accordance with the Parental Leave and Employment Protection Act 1987.
Remuneration review during leave.	Employees on parental leave have their performance reviewed on their return to work. Following the performance review, they are eligible for a pay review.
Leave accrual during leave and the rate at which annual leave is paid after an employee returns from parental leave.	Calculated as per the Holiday Act 2003.

Question	Response
Flexible work policies.	Te Hiringa Mahara has a flexible working policy.
KiwiSaver contributions - particularly whether employer contributions are paid during parental leave grant / ex-gratia payment / paid parental leave.	We follow IRD guidelines with regard to KiwiSaver and paid parental leave.
Any contributions towards childcare.	Te Hiringa Mahara does not make any contributions towards childcare.
Support in the event of a miscarriage or stillbirth	Te Hiringa Mahara provides bereavement leave of up to three days. Any further leave required is at the employee's manager's discretion.
Any support provided for fertility, adoption and surrogacy.	Surrogacy & Adoption - Parental leave is provided in accordance with the Parental Leave and Employment Protection Act 1987. Te Hiringa Mahara staff are provided 12 days sick leave per annum which can be put towards fertility treatment.
Any other parental leave benefits or support.	No additional parental leave benefits are provided.

Please note, we publish some OIA responses on our website after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address, or contact details.

I hope you find this information helpful.

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

If you wish to discuss this information release, please feel free to contact kiaora@mhwc.govt.nz.

Nāku noa, nā



Karen Orsborn
Tumu Whakarae | Chief Executive

Appendix One: Excerpts related to parental policy

Leave policy

Leave entitlements

Table 1 sets out the leave types and entitlements available to employees.

Table 1: Leave types and entitlements (see the [leave policy guidelines](#) for more information)

Leave type	Entitlement	Key Notes
Parental leave	As per the Parental Leave and Employment Protection Act 1987.	See the leave policy guidelines for information on entitlement and how to apply for parental leave.

Leave policy – guidelines

Parental leave

Parental leave is provided in accordance with the Parental Leave and Employment Protection Act 1987. Maternity 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 maternity leave earlier than six weeks. Further information on the Act and any payment entitlements is available from the Employment New Zealand (www.employment.govt.nz/).

Applying 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. 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.