

Policy Statement | Kaupapa

Paid parental leave

1. If you take time off work to care for your baby or a child who has come into your care, you may be able to get paid parental leave from the government and / or the University. To qualify as a primary carer or co-carer, you must meet one of the following criteria:

Be pregnant

Be a parent of a child under age one

Have new permanent primary responsibility for a child under age six and be any of the following:

- A parent or adoptive parent
- A Home for Life parent
- A matua whānau (whānau carer)
- A grandparent with full-time care
- A permanent guardian.

Government paid parental leave

2. Government paid parental leave is paid leave of 26 continuous weeks given to you if you are the primary carer so you can care for your child. It is paid by the Inland Revenue Department.
3. You need to have worked an average of 10 hours a week, in at least 26 of the weeks in the year before your due date, or the date the child comes into your care to be eligible for government paid parental leave.
4. You can start this up to six weeks before the expected date of your child's arrival or earlier in certain cases, such as if your baby is born early, or for medical or health and safety reasons.

Special leave

20. You are also entitled, before taking parental leave, to take a total of up to ten days special leave without pay for reasons connected with the anticipated arrival or adoption of a child.

Keeping in touch days

21. While you are on parental leave, you may want to use 'keeping in touch days' to stay connected with the University. You can choose to perform work from time to time, as long as you only do a total of 64 hours or less of paid work during your parental leave payment period, and this work is not within the first 28 days after the child's birth or the date they came into your care.

Job protection

22. When you return to work after parental leave you are entitled to resume work in the same position, unless it is a key position that cannot be filled by a temporary replacement, or it is made redundant.
23. Paid and unpaid parental leave is continuous service as set out in section 43 of the Parental Leave and Employment Protection Act 1987.
24. Service while on parental leave is considered unbroken for the purpose of calculating leave entitlements.
25. Time on leave should not affect seniority or status including eligibility for consideration for promotion or progression.

Breastfeeding

26. The University believes that the support of staff members with family responsibilities is good employer practice, and as a key component of our equal employment opportunity strategy, we are committed to providing a breastfeeding-friendly workplace.
27. The University provides facilities and the support necessary to enable staff in their employment to balance breastfeeding/breast milk expression with their work. The University provides for paid breaks for staff to breastfeed or express milk during their working hours.
28. This policy should be read in conjunction with the information found in the [Parents at UC intranet \(Staff access only, sharepoint.com\)](#)

Related Documents and Information |

Legislation
