

Employer Parental Leave Checklist

During the period leading up to parental leave

- I have made sure the employee has a copy of the parental leave policy or any other company specific information
- I have advised the employee of their entitlements with regard to taking parental leave, or referred them to a resource where they can find this out
- The employee has provided me with a written notice of their intent to take parental leave
 - The letter confirms the due date of the baby
 - The letter includes a medical certificate from a doctor or midwife confirming when the baby is due
 - The letter confirms the dates of parental leave, including which period is primary carer leave and which period is extended leave (and is not more than their entitlement, which can be up to 52 weeks in total)
 - The letter provides at least three months' notice of the employee's intention to take parental leave
- I have advised the employee of the impact of parental leave on annual leave payments when they return to work
- If the employee is choosing to take annual leave before they start the parental leave, we have dates or tentative dates confirmed and leave requests loaded into payroll
- I have loaded the parental leave dates for the employee into my payroll system
- We have agreed how we will stay in touch during the parental leave period
 - If applicable, I have set up reminders for staying in touch on our agreed schedule
- We have agreed a possible or likely approach to keeping in touch days
 - If applicable, I have set up reminders for when the keeping in touch days might commence
 - I understand how to pay my employee correctly for keeping in touch days if/when they occur
- I have advised the employee how their pay review cycles or entitlement to pay reviews will be handled during their period of parental leave, including before and after depending on the timing of the pay review cycle
- I have checked with my payroll provider how to manage any unique payment or leave arrangements, such as top-ups, additional leave entitlements, keeping in touch days or bonus payments

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Return to work

- I have provided the employee with any internal resources or information about returning to work from parental leave
- The employee has advised me in writing of their intent to return to work at least 21 days before they are returning
- I have checked in with the team/manager/facilities or operations administrator to ensure that everything is set up for the employee's return to work
- I have checked in with the employee about their needs for feeding/pumping at work and ensured our facilities meet their needs as much as possible
- We have discussed and agreed return to work plans
- If the employee has requested a flexible working arrangement upon their return to work I have received this in writing
 - I have received all the right information for the flexible working arrangement, including specific changes to days, hours, location and if the change is permanent or temporary
 - If the employee is changing their working hours or days upon their return to work I have made the correct adjustments in the payroll system and sought advice on how to handle any necessary adjustments to leave entitlements
- I have responded to the employee's flexible working request within the appropriate timeframe
- I have ensured the parental leave dates in the payroll system have been checked for the employee, and the correct end date is entered in the payroll system
- I have checked that the annual and sick leave entitlements have been accounted for correctly in the payroll system, calling my provider for support if needed