

## Employer checklist for parental leave

This checklist is a guide for employers to use to ensure they have completed the steps in approving, extending or refusing parental leave. It is recommended that employers make this checklist available to employees to use when the situation arises.

[For more information about parental leave](http://www.fairwork.gov.au/leave), visit [www.fairwork.gov.au/leave](http://www.fairwork.gov.au/leave)

- Have you provided your employee with the 'Parental leave – employee checklist'?

Other available templates and forms include:

- Notification form
- Applications to vary leave within 12 months
- Request to extend leave beyond initial 12 months

Visit [www.fairwork.gov.au/resources](http://www.fairwork.gov.au/resources) to access all of our [parental leave templates](#).

### Before an employee takes a period of parental leave

- Has your employee provided you with written notice of taking unpaid parental leave?
- Has your employee provided you with confirmation of their intended start and end dates for their leave?
- Has your employee provided you with a medical certificate or verification of the expected birth or placement dates (only required if you request evidence)?
- Have you and your employee discussed the arrangements for paying monetary entitlements that they may be entitled to? These could include any annual leave, long service leave, employer-funded paid parental leave or Parental Leave Pay under the Australian Government Parental Leave Pay scheme.

### Varying a period of parental leave (within the first 12 months)

- Has your employee provided you with written notice or a request (when applicable) to vary the period of leave?

The employee can do this by completing the [Parental leave – application to vary/extend leave within the initial 12 months](#) form available at [www.fairwork.gov.au/templates](http://www.fairwork.gov.au/templates)

- Have you provided a response in writing?

### Accessing parental leave flexibly

- Has your employee provided you with written notice to take flexible unpaid parental leave?
- Has your employee provided the total number of days of flexible unpaid parental leave they intend to take (up to 30 days)?

Your employee can do this by completing the '[Parental leave - notification form](#)', available at [www.fairwork.gov.au/templates](http://www.fairwork.gov.au/templates)

## Pausing a period of parental leave (due to premature birth or birth-related complications)

**If your employee would like to pause their unpaid parental leave due to the newborn being in hospital:**

- Have you agreed to the employee pausing their unpaid parental leave?
- Has the employee provided any evidence that you require before agreeing to the employee pausing their unpaid parental leave (this can include medical certificates)?

## Extending parental leave beyond the 12 month entitlement

- Has your employee provided you with a written request to extend their period of unpaid parental leave?

The employee can do this by completing the [Parental leave – request to extend leave beyond initial 12 months](#) form available at [www.fairwork.gov.au/templates](http://www.fairwork.gov.au/templates)

- Have you given your employee a reasonable opportunity to discuss the request to extend their period of unpaid parental leave?
- Have you provided a response in writing stating whether the request will be granted or refused?

**If you are refusing the request:**

- Does the response clearly outline the reason for the refusal?
- Have you taken the time to discuss the possibility of alternative arrangements with your employee?

For more information on flexibility arrangements, please see the [Best Practice Guide: Use of individual flexibility arrangements](#) available at [www.fairwork.gov.au/bestpracticeguides](http://www.fairwork.gov.au/bestpracticeguides)

## Australian Government Parental Leave Pay scheme

- Do you understand your role as an employer and your obligations under the Australian Government Parental Leave Pay scheme? Have you registered your business with the Australian Government?

Visit [servicesaustralia.gov.au/pplemployers](http://servicesaustralia.gov.au/pplemployers) for [information about your role and how to register](#).

- Has your employee advised you if they will be applying for Parental Leave Pay under the Australian Government Parental Leave Pay scheme? Remember to give your employee your Australian Business Number (ABN) and the name and contact details of a relevant person in your business that the Australian Government can contact. Your employee will need these details when they lodge their claim with the Australian Government.
- If the Australian Government has contacted you about providing Parental Leave Pay to your employee, have you registered and accepted this role?

- Have you advised the Australian Government of any changes to your employee's period of parental leave which may affect their ongoing entitlement to Parental Leave Pay (for example, the employee has left the business)?
- Have you advised the Australian Government of any changes which may affect the payment of Parental Leave Pay to your employee? This could include if your employee wants to access flexible Parental Leave Pay, changes to your bank account details or payroll arrangements, or a decision by your business to cease trading, transfer ownership or merge with another business.
- Have you kept records of Parental Leave Pay funds received from the Australian Government and Parental Leave Pay provided to your employee?

## **Record-keeping**

- Have you recorded your employee's leave dates?
- Have you kept a copy of any requests to vary or extend the period of parental leave, and your response to your employee?
- If your employee's period of parental leave has changed – have you recorded the new dates of your employee's leave?

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

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