

Administration support staff and Kaiārahi i te reo Pay Equity Claims **Settlement Implementation**

Pay Equity Parental Payment Guide for schools and kura

Use this to understand how the parental payment
for employees works

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Parental payment

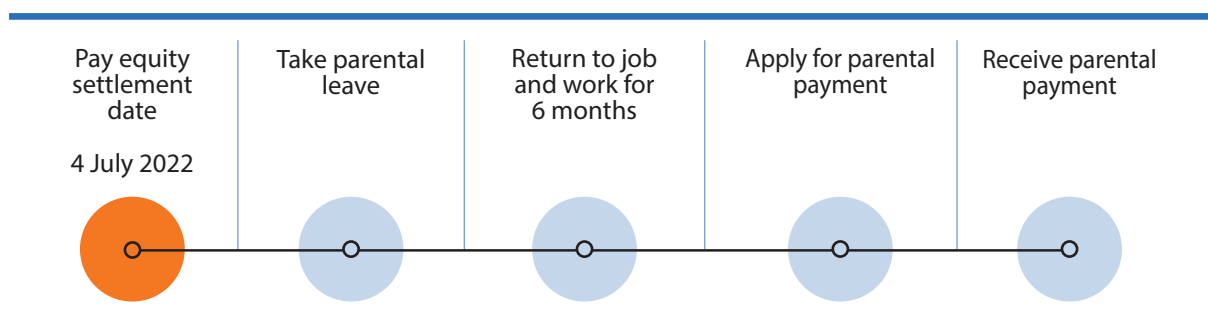
A parental payment, equivalent to six weeks' pay, has been introduced as part of the Administration support staff and Kaiārahi i te reo Pay Equity Claim Settlement Agreements.

An employee is eligible to receive the parental payment if they take primary carer leave after 4 July 2022 and return to work before or at the expiration of their parental leave, and complete six months of work.

The terms for the parental payment are:

- » after returning from leave, the parental payment the employee receives is at the rate the employee was on in the six weeks before going on parental leave. However, an employee who works less than their normal hours for a short period only, prior to commencing parental leave, may have their case for full payment considered by the employer
- » if both parents are employed in the school or the employee's partner is employed in the education service or public service, and both are eligible and qualify for the parental payment, then only one is entitled to receive the parental payment. They may choose who will receive it
- » an employee who is absent on parental leave for less than six weeks will have their payment prorated based on the period of absence on parental leave.

Pay equity parental payment eligibility timeline





Application form

Pay equity parental payment applications can be made through the EP27 application form, which can be found on [Education Payroll's website](#).

Completing the form

- » On part 6 of the form, select the 'Pay equity parental grant' payment type
- » Then select the dropdown box followed by the claim in which the employee is covered.

6. Payment type
☐ Paid parental leave grant
☐ Ex-gratia parental payment
☒ Pay equity parental grant
Note: this is paid from funding code 11100

Select relevant claim

Select relevant claim
Administrators' pay equity claim
Kaiarahi i Te Reo pay equity claim

The parental payment section of the EP27 application form.

Payment eligibility

Eligibility is determined by the following criteria:

- » The employee takes primary carer leave after 4 July 2022; and
- » They return to duty before or at the expiration of their parental leave; and
- » They complete a further six months' service.



Payment conditions

- » If both parents are employed in the school or kura, or in the education or public service, and both are eligible for payment, then only one parent is entitled to take the parental payment. They may choose who will receive it.
- » Any adjustments to salary scale that are backdated into the period covered will apply.
- » An employee who is absent on parental leave for less than six weeks will have their payment prorated based on the period of absence on parental leave.
- » The parental payment an employee receives will be at the rate the employee was on in the six weeks before going on parental leave.
- » An employee who works less than their normal hours for a short period only, prior to commencing parental leave, may have their case for full payment considered by the employer.

Requirements for the application process

To complete a pay equity parental payment application, the school or kura will require the following:

- » The MoE number of the school or kura
- » The name of the school or kura
- » The employee's MoE number
- » The employee's name
- » The employee's appropriate employment agreement
- » One of the following certified true copies for the employee's baby:
 - a. birth certificate, or
 - b. approved adoption placement.



Who to contact for further advice

- » Ministry of Education – Ohumahi Support Team,
email ohumahi.support@education.govt.nz, log an enquiry on your Taku portal at education.govt.nz/taku or call **0800 114 117**
- » NZSTA (for employers), email eradvice@nzsta.org.nz or call **0800 782 435** (option #2)
- » NZEI Te Riu Roa (for NZEI members), email nzei@nzei.org.nz or call **0800 693 443**

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He mea **tārai** e mātou te **mātauranga**
kia **rangatira** ai, kia **mana taurite** ai ōna **huanga**