

5 December 2023

s9(2)(a)

Mālō e lelei s9(2)(a)

RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST (REF: DOIA028-2023/24)

On 8 November 2023, you contacted the Ministry for Pacific Peoples (the Ministry) requesting under the Official Information Act 1982 (OIA), information relating to policies and procedures relating to parental leave. I have outlined your specific requests and my responses to each below.

1. *A summary of support, information and entitlements you provide to your employees who take parental leave and return to work at your agency.*

Employees at the Ministry are entitled to parental leave as per the Parental Leave and Employment Protection Act 1987. The Ministry is committed to supporting employees' wellbeing and offers additional support for employees who choose to take parental leave including options for flexible working arrangements when they return to work. I have appended to this letter a table that outlines a summary of staff entitlements to Parental Leave (refer **Appendix 1**).

2. *Copies of policies and procedures at your agency that relate to information and support provided to employees who take parental leave and return to work.*

Please find attached a copy of the Ministry's Parental Leave policy (refer **Appendix 2**).

In line with standard OIA practice, the Ministry proactively publishes some of its responses to OIA requests. As such, this letter may be published on the Ministry for Pacific Peoples' website. Your personal details will be removed, and the Ministry will not publish any information that would identify you or your organisation.

Should you wish to discuss this response with us, please feel free to contact the Ministry at: oi_requests@mpp.govt.nz.

If you are dissatisfied with this response, you have the right, under section 28(3) of the OIA, to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Mālō 'aupito

A handwritten signature in blue ink, consisting of several overlapping, sweeping strokes that form a cursive, somewhat abstract shape.

Danilo Coehlo de Almeida
Deputy Secretary,
Corporate Services

Appendix 1: Parental leave entitlements

Types of leave	<ul style="list-style-type: none">• Primary Carer leave• Special leave (during pregnancy)• Partner's leave• Extended leave• Negotiated carer leave
Entitlements while on leave	<p><i>Keeping in touch days</i></p> <p>Employees can choose (if their employer agrees) to perform work from time to time as long as they only do a total of 64 hours or less of paid work for the Ministry during their parental leave payment period, and this work is not within the first 28 days after the child is born.</p> <p>Annual leave will continue to accrue while an employee is on Parental Leave.</p>
Returning to work	<p><i>Parental Leave allowance/ ex-gratia payment</i></p> <p>Employees entitled to Parental Leave and return to their duties before or at the end date of their leave will qualify for an ex-gratia payment after the completion of a subsequent three months' service with the Ministry, provided the employee has not given notice to resign during that three-month period.</p> <p>The ex-gratia payment will equate to 30 working days leave on pay at the rate that applied for the 30 working days immediately following the commencement of Parental Leave. Eligible employees who have a partner in the State Sector are entitled to only one ex gratia payment between them and they may choose (after they have qualified) who will receive it.</p>