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How to apply for maternity leave nsw

You can claim Parental Leave Pay up to 3 months before your child's birth or adoption. You'll need to have Centrelink linked to your myGov account to claim this payment. If you don't have a myGov account if you don't have a myGov account, follow the steps to create one.

When you've created one, you can link services to your account. If you can't claim online Call the families line on the Services Australia website. Talk to your employer When you claim this payment, make sure you tell your employer. In most cases your employer will pay your Parental Leave Pay in line with your normal pay cycle. Talk to your employer at least 10 weeks before your child's expected date of birth or adoption. Negotiate your leave and tell them if you claim Parental Leave Pay. Your employer may need to register and find out about the Paid Parental Leave scheme for employers on the Services Australia website. Help in your language Call the Centrelink multilingual phone service on 131 202 to speak with someone in your language. Find information in more languages about Centrelink on the Services Australia website. Casual teachers are not entitled to access paid maternity leave in the same way as permanent and temporary teachers on an engagement can.

A casual teacher may be eligible for a maternity payment in lieu of paid leave if they meet all the requirements. Before disclosing your pregnancy, seek advice from Federation relevant to your situation and employment pattern. It's important to know what you may be entitled to before lodging your request for maternity leave or payment with the Department of Education and Training. The Department of Education and Training will apply the relevant eligibility criteria to your situation. If you are pregnant and have completed at least 140 weeks of continuous service before the anticipated date of birth of the child, may qualify for a maternity payment. A casual teacher may qualify for a maternity payment if she has full-time employment before ceasing duty. A casual teacher who is not employed for a period of up to four weeks before the anticipated date of birth will be paid for a period of up to four weeks before the anticipated date of birth of the child. The 40 weeks of continuous service required for eligibility includes: all periods of paid leave, previous adoption, parental and maternity leave without pay, school vacations, public holidays and up to a total of five days leave without pay, all permanent service, temporary service and full-time casual service under the Teaching Service Act 1980. The following periods are not counted as service, but they do not break the continuity of service: any absence from duty for a period/ periods of leave without pay which exceeds a total accumulated period of five days an absence of a casual teacher from full-time service at the beginning of the school year, for a period of no longer than 21 calendar days where service is otherwise continuous. APPLICATION PROCESSES An application for a maternity payment should be submitted at least four weeks before ceasing duty.

An application for maternity leave must be submitted via a SAP Leave form signed by the principal. The application must be accompanied by a medical certificate stating the anticipated date of birth.

Maternity Leave Letter Email Format Sample

To: Mail ID

From: Mail ID

Subject: Maternity Leave Application Required (Application of Maternity Leave After Delivery)

Dear Mr./Mrs. (Name),

I am Sruthi, from (Project Name). I am pleased to inform you about my Maternity Application. I would like to take my Maternity leave from (Start Date) to (End Date). I request you to grant me my Maternity Leave (Number of Days).

In my absence, Karan Mehra will take responsibility for my work. You can contact me at any point of time without hesitating.

Thanking You,

Yours Sincerely,
Name.

PAYMENT Eligible casual teachers will receive a maternity payment equivalent to 14 weeks' pay at the same rate of the final week of service before ceasing duty for maternity purposes. The maternity payment will be made in a lump sum. Proof of birth must be provided to ensure correct entitlements are paid. A birth certificate or written advice from the hospital/birthing centre are accepted.



IMPORTANT INFORMATION Casual and temporary teachers who are not eligible for paid maternity leave or the maternity payment, or do not intend to work for a period of time following the birth of their child, should contact the Department for an application form for unpaid maternity leave, as this will assist in determining continuity of service for subsequent pregnancies and other entitlements. Federation urges all casual teacher members to contact Professional Support if experiencing any difficulties in making an application for the gratuity maternity payment. The union's advice leaflet, L5 Maternity, adoption and parental leave, contains additional information, available from Professional Support 1300 654 369 or the Members' Area of Federation's website. Material relating to the provisions of casual maternity leave can be found in Chapter 9 of the Teachers Handbook. Kate Harland is a City Organiser and Mandy Wells is the Multicultural Officer/Organiser Category: Schools, Women in Education Tags: Casual and Temporary Teachers, maternity leave Learn how Paid Parental Leave works, and what to do if you have a dispute with your employer. Last updated: 01 July 2023 From 1 July 2023, your child's date of birth affects Parental Leave Pay. Learn more at Services Australia. For a child born or adopted from July 1 2023, Paid Parental Leave is up to 20 weeks, or 100 payable days. Updates to the entitlement from this date include: the whole payment is flexible, so that eligible employees can claim it in multiple blocks until the child turns 2; there is no longer a requirement to return to work to be eligible for the entitlements; changes expand eligibility and give families more flexibility. Learn more about the changes here. This also means that you can take your leave over a number of days, or even years, depending on your circumstances. If you're taking your leave over a long period of time, you'll need to go back to work while on parental leave to stay connected to your workplace or help you transition back to work. This includes attending/planning daytrainingsessionsconferencesYou'll need to notify Services Australia if you're getting Parental Leave Pay and go back to work before the end of your paid parental leave period.Learn more about returning to work if you're getting Parental Leave Pay at Services Australia.If you have an issue at work that you cannot resolve directly with your employer upon return, you can find information and support at your union. If you're a union memberthe Fair Work Commission – for help resolving workplace disputes through mediation, conciliation or arbitrationLawAccess NSW on 1300 888 529 – a free government telephone service that provides legal information on topics including job-related issuesAnti-Discrimination NSW – if you think you've been discriminated against either while pregnant or after having a baby.Find help resolving workplace issues at the Fair Work Ombudsman. NSW Government is committed to ensuring NSW is the best place in the country for women to live, work and raise a family. Strong parental leave entitlements play a major role in supporting women's economic opportunity and career progression. Paid parental leave created with gender equality at its core will contribute to increased participation in the workforce, improved economic opportunities and greater financial wellbeing for women. As part of the NSW Government's inaugural Women's Opportunity Statement from 1 October 2022 there is a new parental leave policy for NSW public sector employees. The changes expand on previous parental leave provisions and provide greater access to paid parental leave to eligible public sector employees, regardless of gender. The changes are intended to support more equal sharing of parental responsibilities. Before 1 October 2022, the parent with primary responsibility for the care of their child at the time of birth, adoption or surrogacy could take up to 14 weeks of paid parental leave. The other parent could take 2 weeks paid parental leave at the discretion of the employer. From 1 October 2022, both parents can share the entitlement equally. This is also now available to employees who become parents or guardians to a child under a permanent out of home care order. Parents will also receive an additional two weeks' 'bonus leave' where paid parental leave entitlements are more equally shared between partners. The enhanced paid parental leave entitlements come into effect for eligible NSW Government sector employees who have babies born on or after 1 October 2022 (regardless of the expected date of birth). In the event of adoption or permanent out of home care arrangements, the new scheme will apply where the date of the adoption, surrogacy or out of home care order is on or after 1 October 2022. Paid parental leave can now be taken within the first 24 months from the date of birth, adoption, surrogacy or permanent out-of-home care placement.

 Alkermes
Solutions
for you

PARENTAL LEAVE LETTER

Date: November 28, 2017

To:
ATTN:
ADDRESS
POSTAL CODE
COUNTRY

Subject: Parental Leave Letter

Dear Mr./Ms.,

This is to bring to your kind attention that my _____ (specify relative) is studying in your class. Yesterday, while playing football he badly hurt his knee. We took him to the doctor and doctor has told us that it is a minor fracture and need to be treated urgently. He has recommended _____ (specify with details) rest for him. I am enclosing all the medical details for your reference.

I would be very thankful to you if you grant him leave for _____ from _____ to _____ . I hope you will understand his situation. My _____ will contact you regarding the homework or any other important notes.

If you have any questions, please feel free to contact me directly. Looking forward to your reply.

Yours sincerely,

<NAME>

<Signature>

(Form Name + Title)

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Public sector workers will also now have access to five days' fertility leave, recognising the time demands of IVF and other reproductive treatments. The changes which apply to employees working in the NSW Government Sector and will take effect from 1 October 2022 include: Changes to existing paid parental leave provisions to remove the primary/secondary carer distinction. Expansion of paid parental leave eligibility to include permanent out-of-home carers. Increasing the period in which paid parental leave can be taken from 12 months to 24 months after the expected date of birth, adoption, surrogacy or permanent out-of-home care placement. Additional two 'bonus' weeks of paid parental leave where both parents (whether employed in the NSW Government Sector or elsewhere) 'more equally share' paid parental leave entitlements. Addition of five days' paid leave per year for employees undergoing IVF fertility treatment. The parental leave enhancements must be read in conjunction with the relevant industrial instrument (e.g. Award or Enterprise Agreement) that applies to an employee. Parental leave is available for all eligible employees in the NSW Government Sector who take parental leave or stop working to care for their newborn baby, or a child in their care through adoption, surrogacy, or permanent out-of-home care placement. The changes provide increased support for NSW Government Sector employees by providing greater flexibility to both parents in managing paid parental leave provisions and caring arrangements to encourage care to be more equally shared by parents. Paid fertility treatment leave is available to eligible NSW Government Sector employees, to enable them to take the time they need to undergo and recover from IVF fertility treatments. These leave provisions apply to: Public Service departments and agencies Government Sector agencies Statutory Authorities/Bodies State-Owned Corporations Subsidiaries of the NSW Government established under the Corporations Act. Employees entitled to apply for the paid parental leave enhancements include full time, part time, ongoing and temporary employees who have completed 40 weeks continuous service at the expected date of birth, adoption, surrogacy or permanent out-of-home care placement. Paid fertility treatment leave is available to full time, part time, ongoing and temporary employees. The arrangements will apply to children born on or after 1 October 2022 (regardless of the expected date of birth). In the event of adoption, the above arrangements will apply where the date of the adoption order is on or after 1 October 2022.



In the event of permanent out-of-home care, the above arrangements will apply where the date of the guardianship or permanent placement order is on or after 1 October 2022. The paid fertility leave arrangements will apply for IVF fertility treatments that occur on or after 1 October 2022. The 'primary' and 'secondary' carer distinctions have now been removed to provide greater flexibility in caring arrangements. Employees with caring responsibilities can take paid parental leave within the first 24 months of the date of birth, adoption, surrogacy or permanent out-of-home care placement irrespective of whether their partner has returned to work or study.

When both employees work in the NSW Government Sector, paid parental leave is available to be taken any time within the first 24 months from the date of birth, adoption, surrogacy, or permanent out-of-home care placement, except in circumstances where both parents are employed in the same NSW Government Sector workplace and operational requirements may prevent concurrent leave. Where both parents are employed at the same NSW Government Sector workplace, employees can take up to four weeks paid parental leave concurrently with their partner. Employees may request to take more than four weeks of paid parental leave concurrently with their partner, and the employer will consider the request taking into account the employee's personal and family circumstances and the employer's operational requirements. Paid Parental Leave must be taken within the first 24 months of the date of birth, adoption, surrogacy or permanent out-of-home care placement to meet the needs of the employee's family, and the employer's operational requirements. Employees can take parental leave at any other time within the first 24 months of the date of birth, adoption, surrogacy or permanent out-of-home care placement, provided the Commonwealth paid parental leave scheme is available.

For NSW Government Sector employees, eligible employees are required to exercise the leave within 14 weeks of paid parental leave in accordance with the Determination and Premiers Memorandum. Employees who are single parents or where an employee's partner does not have access to employer provided paid parental leave will automatically receive the full two weeks of bonus paid parental leave. Bonus paid parental leave must be taken within the first 24 months from the date of birth, adoption, surrogacy, or permanent out-of-home care placement. Bonus paid parental leave should be treated in the same way as paid parental leave for the purposes of determining payment including the ability to take leave at half pay. In addition to unpaid parental leave, employees providing permanent out-of-home care will have access to paid parental leave. This arrangement will apply where the date of the guardianship or permanent placement order is on or after 1 October 2022. Where an employee takes paid parental leave in respect of a permanent out-of-home care arrangement and later adopts the child (or children), the employee is not entitled to access a further period of paid parental leave in connection with the adoption. Five days paid special fertility treatment leave is available to employees undergoing assisted reproductive treatments. Assisted reproductive treatment means intrauterine insemination (IUI), in vitro fertilisation (IVF) and Intracytoplasmic sperm injection (ICSI). Leave can be accessed where an employee is undergoing treatments including medical appointments which is associated with such treatments. Leave can be taken in part-days, single days, or consecutive days.

MATERNITY LEAVE REQUEST FORM

ALEXANDER CITY BOARD OF EDUCATION
Alexander City, Alabama

To: Superintendent _____

From: _____

Subject: Maternity Leave _____

Date: _____

School: _____

I hereby request a maternity leave from my official duties due to pregnancy.

Date leave to begin: _____

Date of return to duties: _____

Date of expected delivery: _____

Accumulated sick days to use: _____

Personal Leave days to use: _____

Total (without pay) _____

Total _____

I have read the Maternity Leave Policy and I am making this request being fully cognizant of its terms and conditions.

Employee: _____ Date: _____

Principal: _____ Date: _____

Superintendent: _____ Date: _____

Special fertility treatment leave may also be utilised for reasonable travel to enable a parent to access treatment. Temporary and part-time employees will be entitled to the leave on a pro-rata basis. Paid special fertility treatment leave is not available to a partner of a person undergoing fertility treatment. New policy initiatives inevitably commence on a specified date. On 12 June 2022 the NSW Government announced paid parental leave enhancements from October 2022. The October commencement date provided time following this announcement to work with various stakeholders including NSW Public Sector agencies and unions in order to implement the enhanced provisions. Employees who became parents prior to 1 October 2022 remain eligible for the parental leave arrangements set out Premier's Memorandum M2021-12 Paid Parental Leave. The changes have been implemented through Industrial Relations Secretary Determinations to apply the arrangements to Public Service employees and Premier's Memoranda for the remainder of the NSW Government Sector. Employees seeking advice on employment entitlements under the National Fair Work System can access information and advice from the Fair Work Ombudsman. For NSW Government Sector individual employees, managers and payroll seeking further information or clarification about the enhanced arrangements and their application, you should consult with your agency's employee relations or human resources area. For employee relations and human resources practitioners, please contact Public Sector Employee Relations via psir@industrialrelations.nsw.gov.au. For other provisions such as the payment of parental leave, unpaid parental leave and leave entitlements in the case of a stillbirth, reference should be made to the applicable industrial instrument such as an Award or Enterprise Agreement to determine the relevant provisions. This includes whether paid leave must be exhausted prior to leave without pay and whether leave is available at half pay.