



PARENTAL LEAVE CHECKLIST

We have put together this checklist for our members to refer to when applying for parental leave.

PRIMARY CAREGIVER

It's important to have the forms completed and submitted in plenty of time.	<input checked="" type="checkbox"/>
Copy of LMC (or GP) Certificate of Pregnancy	
Application to IRD (via MyIR)	
Completed Statutory declaration form - IR880D	
RMO Parental Leave Application Form - Submitted at least 3-months in advance	
Talk to your RMO Unit/Service if you need to reduce your hours before going on leave	
Review the Parental Leave Best Practice Guidelines - Appendix 6 in the STONZ MECA	
LMC or GP Note/Certificate if you are planning to reduce your hours <i>So top up payment is based on salary prior to hours reduction.</i>	
Contact your College – <i>If applicable</i>	
Ask District for Parental Leave Policy & Breastfeeding Policy	
Ask District re keeping in touch days and ability to access work emails etc while on leave	
Ask District regarding process and contacts for returning to work post parental leave	

During Parental leave (at least 3-months prior to returning to work)	
Confirm with the District the date of your planned return to work	
Have any discussions with District around flexible working arrangements (including if you wish to work no long days, weekends or nights for the first month)	
Ask District for information regarding Breastfeeding facilities if this will be applicable to you	

NON-PRIMARY CAREGIVER

RMO Parental Leave Application Form - Submitted at least 3-months in advance	
Copy of LMC (or GP) Certificate of Pregnancy	
Ask District for Parental Leave Policy & Breastfeeding Policy	