

## **Paid Parental Leave – Are you Prepared for 1 July?**

Introduced on 1 October 2010, the Government's Paid Parental Leave ("PPL") scheme is a new entitlement that provides eligible employees with up to 18 weeks of PPL while they are providing care for their newborn or adopted child. The paid element to PPL commenced 1 January 2011.

To date, over 48,000 women have applied for PPL.

Employers are reminded that from 1 July 2011, they will be responsible for providing PPL payments to their eligible employees. Essentially this means that employers will be required to act as the Family Assistance Office's ("FAO") 'paymaster'. The FAO will make PPL payments to the employer, and it is the employer who, from 1 July 2011 will be required to forward the payment to their employees according to their normal pay cycle.

### ***What can employers do in preparation for 1 July 2011?***

The QHA recommends that employers familiarise themselves with the new PPL scheme and undertake the following in preparation for 1 July 2011:

1. Read and comprehend the QHA's PPL fact sheet (available online to current financial members);
2. Understand, adopt and implement the PPL policy (included in the PPL fact sheet);
3. Review current payroll software to ensure it is appropriate for the circumstance of providing, reporting and keeping PPL payments distinct from other payments;
4. Consider pre-registering with the FAO. Employers who know that employees will be seeking PPL can register by emailing [business.hotline@centrelink.gov.au](mailto:business.hotline@centrelink.gov.au).

*NOTE: In certain circumstances employers will not be required to act as the FAO's paymaster. These circumstances are outlined in QHA's detailed PPL fact sheet.*

Please contact the Employment Relations Department at [er@qha.org.au](mailto:er@qha.org.au) or on 3221 6999 if for more information.