

10 December 2024

By email: [REDACTED]

Tēnā koe [REDACTED],

## Official Information Act request

Thank you for your request under the Official Information Act 1982 (OIA) which we received on 16 November 2024.

You said:

Please supply the following information under the Official Information Act (OIA):

Copies of your organisation's parental leave policies and relevant documents outlining information and support provided to employees on individual contracts and/or collective agreements who take parental leave.

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

This should include:

- Parental leave payment, ex-gratia payments and 'top-ups' for primary carers, as well as the conditions employees need to meet to receive such payments
- Paid leave for partners/secondary carers, as well as the conditions employees need to meet to receive such payments
- Remuneration review during leave
- Leave accrual during leave and the rate at which annual leave is paid after an employee returns from parental leave
- Flexible work policies
- Kiwisaver contributions – particularly whether employer contributions are paid during parental leave grant / ex-gratia payment / paid parental leave
- Any contributions towards childcare
- Support in the event of a miscarriage or stillbirth
- Any support provided for fertility, adoption and surrogacy
- Any other parental leave benefits or support.

## Response to your request

*Parental leave payments, ex-gratia payments, 'top-ups' for primary carers, paid leave for partners/secondary carers and childcare contributions*

These additional payments are not available to employees of Te Mana Whakaatu—Classification Office.

*Remuneration review during leave*

The rates of pay for staff at Te Mana Whakaatu are established in our collective agreement. Should the rate of pay for a role change while a staff is on parental leave, this would be applied to the staff member's salary on their return to work.

*Leave accrual during [parental] leave and rate of leave payments after return from parental leave*

Leave entitlements are paid in accordance with statutory requirements.

*Flexible working policies*

Provisions for flexible working are contained in our collective agreement and are available to all staff:

### **Flexible Working Arrangements**

The employer is a Wellington-based organisation with some core responsibilities that require staff to be physically present at the Office and operating during specified working hours. Within these constraints the employer offers flexible working options to assist employees to balance work with the other aspects of their lives. Flexible work options are considered for all employees and include:

- working from home part of the time
- flexible hours of work
- job share and casual positions
- some positions are able to be worked on a part-time basis, if preferred by employees.

The Office will treat requests for flexible working in an equitable and fair manner.

## Inclusion and Reasonable Accommodations

The employer values an inclusive, respectful, and responsive organisational culture which enables access to work, career opportunities and participation for all employees. The employer acknowledges that there can be factors that prevent employees (or prospective employees) from full participation in opportunities in the Office.

These factors can include, but are not limited to:

- caring requirements for children or other relatives
- religious, cultural or ethical beliefs
- disability
- neurodiversity
- mental health conditions.

Any employee (or prospective employee) may make a request for a reasonable accommodation to the employer. These can include, but are not limited to:

- Working from home
- Working part time
- Working environment in the Office
- Working equipment
- Allocation of specific duties

The employer will consider all reasonable accommodation requests in order to support the employee (or prospective employee) participating in work, career opportunities and development.

The employer will develop and maintain a reasonable accommodations policy to ensure that all employees are aware of the right to make such requests and to ensure that each reasonable accommodation request is dealt with fairly, equitably, and transparently.

### *KiwiSaver contributions for paid parental leave, parental leave grants and ex gratia payments*

If an employee on parental leave opts to continue to make KiwiSaver deductions, Te Mana Whakaatu will continue to make employer contributions as required.

Employer contributions are not made for ex gratia payments or parental leave grants as these are not available to employees of Te Mana Whakaatu.

*Support in the event of a miscarriage or stillbirth, and support provided for fertility, adoption and surrogacy*

Te Mana Whakaatu has a comprehensive wellbeing programme which is available to all staff which includes paid sessions with clinical psychologists and counsellors. The Office also provides staff with sick leave, annual leave and bereavement leave provisions which are in excess of statutory entitlements.

*Any other parental leave benefits or support*

Staff on parental leave are encouraged to continue to participate in staff social activities and meetings when they are on leave (where they are able and interested).

### **Publication of response**

This response may be published on the Classification Office's [website](#). If it is published there, your personal information will be redacted.

### **Right of review**

You have the right to make a complaint and seek a review by the Ombudsman of this response under [section 28\(3\) of the OIA](#). Information about this process is available at [ombudsman.parliament.nz](http://ombudsman.parliament.nz) or freephone 0800 802 602.

Thank you for your interest in our mahi.

Ngā mihi nui,  
**Te Mana Whakaatu—Classification Office**