(This letter is to be given to an employee within 21 days after the employer receives notice that the employee wishes to take parental leave)

Private and Confidential

*Date*

*Name Surname*

*Title*

*Company Name*

Dear *Name*

Thank you for your application for parental leave and the medical certificate confirming the pregnancy **or** evidence that you are taking permanent primary responsibility for the care, development and upbringing of a child under 6 years.

Your notice stating that you wish to take parental leave is acknowledged.

You are entitled to take parental leave commencing on [*insert date]* and ending on [*insert date*].

***or***

You are not entitled to take parental leave because, at the expected date of delivery of the child **or** at the date on which you will assume responsibility for the care of the child, you will not have been employed for at least an average of 10 hours a week over the immediately preceding 6 months or 12 months.

***or***

You are not entitled to take parental leave because [*state reasons why employee is not entitled to take parental leave*].

Your employment can **or** cannot be kept open until the end of your parental leave. [*Insert this paragraph if the employee is entitled to take parental leave].*

You should read the information provided by the Ministry of Innovation, Business & Employment in regard to your rights and obligations under the legislation. This is available at the following links:

Eligibility: <https://www.employment.govt.nz/leave-and-holidays/parental-leave/eligibility/>

Parental Leave Payments: <https://www.employment.govt.nz/leave-and-holidays/parental-leave/parental-leave-payment/>, <http://www.ird.govt.nz/yoursituation-ind/parents/parents-paid-parental-leave.html>, <http://www.ird.govt.nz/forms-guides/number/forms-800-899/ir880-form-paid-parental-leave-app.html>

Returning to Work: <https://www.employment.govt.nz/leave-and-holidays/parental-leave/returning-to-work/>

Should you have any questions please do not hesitate to contact me.

Yours sincerely

**NB: EQ strongly advises that this letter be reviewed by an EQ Consultant prior to issue.**

*Name*

*Title*

*Company Name*

**NB: If you cannot keep the position open please contact EQ Consultants for advice.**