



TE OPE KĀTUA O AOTEAROA
DEFENCE FORCE

Parental Planning

A guide for all members of the
New Zealand Defence Force

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FOREWORD



Tēnā koutou!

Congratulations on the very special journey you are embarking on. Becoming a parent, whether that be for the first time, fourth time, biologically, or by taking guardianship of a child, brings about huge change. The challenge of parenting, combined with meeting the requirements of military life, can sometimes seem like a daunting prospect. But please be assured that the NZDF is here to help support you on your journey.

As a father of two, I personally understand the pressures placed upon military families, particularly when balancing the demands of raising children. At times the two can seem incompatible; however, retaining the talent and skills of our people is critical to the success of our organisation. I hope that by providing parents within our organisation both the knowledge and the support to successfully continue their careers we will be able to achieve this. Understanding the options that are available to you and what is required of you will ensure that things run smoothly as you navigate military life with a family. I also encourage you to reach out if you need additional support—it is available.

This guide has been developed primarily for Service Personnel within the NZDF. By necessity, some aspects directly relate to pregnancy and childbirth, however it also contains information for any serving member of the Armed Forces and Civilian Staff who may be eligible to take parental leave, or who want to better understand the policies and support available to new parents.

Irrespective of how you choose to embark on your parenting journey, know that the NZDF is here to support you and your whānau.

*He waka eke noa,
We are all in this together!*

A handwritten signature in black ink, appearing to read 'K. Short', written in a cursive style.

K.R. Short
Air Marshal
Chief of Defence Force



INTRODUCTION

The NZDF Parental Package has been developed as a central resource to guide and navigate expectant parents through the processes, systems and support available to military and civilian members of our Defence Force. Whether you are planning to, or are about to have a child, or are assuming permanent care of a child under the age of six, this guide contains all of the relevant information to support you through the parenting journey.

The NZDF Parenting Package draws together various aspects of policy to provide members with an informed foundation upon which to navigate the range of considerations prior to embarking on and returning from parental leave as a parent or primary carer within the NZDF.

There are sections focusing on Pregnancy, through Parental Leave to Returning to Work, which are designed to assist members embarking on their parenting journeys, and those who are supporting them in the workplace.

The NZDF Parental Package was developed through a wide range of consultation across various NZDF portfolio and stakeholder agencies, and its development is sponsored by the Directorate of Diversity and Inclusion. It is acknowledged that whilst both RNZN and NZ Army parenting information booklets are available, this NZDF guide serves as an updated, central resource for all members of the Defence Force. This version of the guide is current effective June 2023, with a scheduled review in 2024.

POLICY

This section of the guide aims to support you by drawing together in one place various aspects of policy which relate to members who are pregnant, seeking to take permanent care of a child under the age of six, or a partner of a primary carer.

While certain sections of this guide will not apply to Civilian Staff (for example, fitness testing and uniform requirements), the NZDF does also support Civilian Staff embarking on the parenting journey.

This version of the guide is current effective June 2023, with a scheduled review in 2024.

The information included in this guide is for guidance only and the ultimate authority for the provisions are contained in the following:

References

- DFO 3, Part 8, Chapter 8 – [Leave \(Military\)](#)
- DFO 3, Part 12, Chapter 1 – [Flexible Working Arrangements](#)
- DFO 3, Part 12, Chapter 4 – [Family Support](#)
- DFO 3, Part 12, Chapter 5 – [Childcare](#)
- DFO 3, Part 12, Chapter 10 – [The Employment and Support during Pregnancy and Breastfeeding](#)
- DFO 3, Part 12, Chapter 12 – [Family Violence Prevention and Management](#)
- NZ P23 NZ, Part 5, Chapter 1, Section 2, ARMY 101 – [Maternity Wear](#)
- NZAP 207, Part 3, Chapter 3, Section 2, No. 3c – [Maternity Dress](#)
- NZBR 3 (V1), Chapter 3, Section 3.20 – [Maternity Uniform](#)
- NZBR 38, Chapter 4, Section 1, Article 0414, [\(Post Parental Leave Requirement for Sea Service\)](#)
- [Base Standing Orders \(Navy\)](#), Chapter 6, Section 3, Article 0615, (Change of Personal Details, Official Personal Details and NOK)
- [Base Standing Orders \(Navy\)](#), Chapter 8, Section 12, Article's 0883 & 0884, (Child Health Policy & Naval Community Childcare Centres)

Note

- Hyperlinks to these documents are also included at the end of this guide.
- It is also recommended that individuals contact their relevant Camp or Base Defence Community Facilitators for up to date information and assistance available.

Parental Leave Eligibility

If you are responsible for the care of a child under six years of age, either as the primary carer or the partner of the primary carer, you are entitled to parental leave.

The purpose of parental leave within the NZDF is to enable a primary carer to attend the birth of their child, and to care for them.

Parental leave can be shared between couples and it may be taken at the same time, provided that the combined total amount of parental leave does not exceed the entitlement. All serving personnel and Civilian Staff regardless of gender are entitled to parental leave. Under certain circumstances, a primary carer or the partner of a primary carer can / or must be nominated.

Multiple births (or care of more than one child) within four weeks are treated as one, with a maximum entitlement of 52 weeks. Becoming the carer of a child, then another child four or more weeks later are treated as separate applications, with a maximum entitlement of 52 weeks per child.

Carers are entitled to further periods of parental leave (and associated entitlements) for subsequent pregnancies, so long as they have been back at work for six months before the expected due date or date of adoption.

NZDF HR Toolkit

Your first point of reference, aside from this document, should be on the NZDF Intranet > [HR Toolkit](#). Here you will find relevant NZDF Policy and Forms, as well as links to the previously developed, RNZN Information Booklet: Becoming a Parent, and the NZ Army Parental Planning: Guide for Managers in the NZ Army.

Note

These two resources may not contain the most up to date NZDF Policy and NZ Legislative changes.

To navigate to the relevant information in the [HR Toolkit](#) – select the 'P' tab from the home screen, and then scroll down to 'parental leave' or 'pregnancy.'



Supplementary Resources

This guide is complemented by a checklist in **Annex A** which provides a series of key career-related activities that you need to begin thinking about both prior to and during parental leave, and which will assist you with a successful return to work.

The following external websites also have useful information relating to pregnancy and parental leave within Aotearoa New Zealand that you may wish to further review:

www.Force4Families.mil.nz

www.health.nzdf.mil.nz

www.health.govt.nz

www.ird.govt.nz

www.WorkAndIncome.govt.nz

Definitions

The following table provides definitions of some key terms that will be used throughout this handbook.

Term	Definition
Lead Maternity Carer (LMC) or Mātanga Tāiki Hapūtanga	A LMC is a community or hospital based midwife; a general practitioner (GP) or family doctor; a private obstetrician or a hospital maternity service chosen by the member to manage their care throughout pregnancy and for 4–6 weeks after giving birth.
NZDF Medical Practitioner	A doctor registered with the Medical Council of NZ and employed by NZDF in either a uniformed or civilian capacity. Sometimes referred to as a Medical Officer (MO).
Member	Unless specifically stated this guide refers to a member as being both a civilian and uniformed member of the NZDF.
Health and Safety Risk	The likelihood that a person will be harmed or experience adverse health effects due to exposure to hazards in the workplace or likelihood of a situation of damage, loss or harmful effects to property, equipment or the environment that a hazard may lead to.
Primary Carer	A primary carer is defined as one of the following: <ul style="list-style-type: none">• A person with internal reproductive organs who is pregnant or has given birth to a child or children.• The partner of the biological mother, or in all other cases, the partner of the member nominated to be the primary carer who either succeeds to their partner's right to parental leave and parental leave payments to the partner.• In all other cases, a member other than the biological parent or their partner, who takes the permanent primary responsibility for the care, development and upbringing of a child or children under the age of six years.

Term	Definition
Primary Carer Date	The primary carer date in respect of a member, who is not the biological parent of a child or the biological parent's partner, means the date the member becomes the primary carer in respect of a child under the age of six years.
Date of Confinement	The date labour commences, immediately prior to the birth of the child.
Flexible Working Arrangement	Any arrangement agreed that varies working conditions to meet the needs of members of the NZDF whilst still ensuring the work requirements can be met. This may include; reduced hours, job splitting, job sharing, working from home or other locations, and working outside of core hours. Arrangements are for a specified time and are subject to review.
Parental Leave (PNL)	An entitlement to leave as either the primary carer or partner of a primary carer, when they assume permanent primary carer responsibility.
Special Parental Leave (SPL)	May be taken for reasons connected with the pregnancy or birth, or when assuming the permanent responsibility for the care of a child. SPL is to be used for complications or illness directly related to a pregnancy.

NZDF and Public Support Agencies Available

NZDF4U Helpline and Wellbeing Counselling Support

All members of NZDF and the Defence community (including Regular Force, civilians, veterans, reserves and family members). A health professional (outside of the NZDF) will assess what's going on and discuss support options. 0800 NZDF 4 U (0800 693 348) for 24/7 confidential support.

Defence Health

Each Camp and Base has a Defence Health Centre where members of the Regular Force can seek medical advice and support. Locations and contact details can be located on the NZDF Intranet <http://orgs/sites/nzdf-health/lp/health-centres.aspx>

NZDF Psychologists

Taking care of your mental health is as important as keeping physically healthy, especially before, during and after pregnancy or assuming the role of primary carer. NZDF Psychologists are experts in applying psychological science to assist people in maintaining good mental health. Information can be found on the NZDF Intranet <http://orgs/sites/NZDFCPO/psy/home.aspx>

NZDF Social Workers

NZDF Social Workers are available to support wellness and provide advice to all NZDF members (civilian and military) and their families. A list of locations and phone numbers for NZDF social workers can be found on the website <https://force4families.mil.nz/nzdf-social-workers>

Defence Community Facilitators (DCF)

DCFs will include you in the parenting community for those with young children. They run parenting support groups, coffee mornings, baby equipment loans, etc. They also provide information and resources about Parent to Parent, kindergartens, day-care, if you are posted during pregnancy. DCF locations and services can be found at <https://www.health.nzdf.mil.nz/support-providers/nzdf-community-wellbeing-support/community-facilitators/>

Human Resource Advisors (HRAs)

HRAs form part of the HR Services Delivery Team and are available to provide advice on HR related matters, including supporting conversations with managers about policy and employment related matters. A list of locations and contact details for HRAs can be found on the NZDF intranet http://orgs/imx/hr-toolkit/LP/HRA_Contact_Details.aspx

Sexual Assault Prevention and Response Advisors (SAPRA)

SAPRAs are subject matter experts in the field of sexual harassment, sexual assault and sexual violence. SAPRAs provide advice and information to all NZDF personnel and Civilian Staff on sexual violence prevention strategies and best practice for the response to cases of sexual violence. This includes advice, information and support for victims/survivors, command and bystanders. You can contact a SAPRA by calling 0800 6933 24

Anti-Harassment Advisors (AHA)

AHAs are available to provide support and guidance if you have experienced any act of harassment or discrimination. AHAs and the reporting process can be found on the NZDF Intranet http://orgs/imx/hr-toolkit/LP/ww_w_ah_aha.aspx

NZDF Chaplains

The role of NZDF Chaplains is to provide spiritual, religious and pastoral ministry to members and their families. The locations and contact details for the NZDF Chaplains can be found on the NZDF intranet <http://communities/nzdf-cs/ChaplaincyLocationsPages/HQNZDF%20and%20HQJFNZ.aspx>

Financial Information

To help you make better informed financial decisions, the NZDF has brought together a range of resources for you to use. These are available via the NZDF Intranet HR Toolkit http://orgs/imx/hr-toolkit/LP/pa_super_g.fi.aspx

0800 MUM 2 BE

Information on how to access services and what you are entitled to receive. 0800 686 223

Are you OK?

Family violence is not OK. Are you worried about safety in a relationship? 0800 456 450 – monitored 24/7. Or visit www.AreYouOK.org.nz

Breastfeeding Support / Lactation Specialists

Publically funded services in the community for lactation support
Call Plunket Lactation Support
0800 933 922 – monitored 24/7.
Or visit www.NZLCA.org.nz

Whānau Ora – Cultural Services Support services for Māori, Pasifika and Pākehā.

0800 875 663. Or visit
<http://www.tpk.govt.nz>

Mokopuna Ora – Healthy Pregnancy and Baby

Pregnancy and Parenting information and Education Curriculum ‘parenting and healthy baby’ module
<https://mokopunaora.nz>

Find a Midwife / LMC

www.FindYourMidwife.co.nz

Find a Māori Midwife

www.FindYourMidwife.co.nz
select Māori Midwife

Find a Pasifika Midwife

www.FindYourMidwife.co.nz
select Pasifika Midwife

Home Birth Aotearoa

Learn more about home birthing
www.HomeBirth.org.nz

Māori Health Providers

Directory available on the Ministry of Health website www.health.govt.nz

Miscarriage Support SANDS

Organisation supporting families who have experienced the death of a baby. www.sands.org.nz

Nga Maia Māori Midwives

Nga Maia is a National Body that represents Māori Birthing.
<https://ngamaiaitrust.org>

Stillbirth Support

Support services for you and your family following the death of a baby.
<https://wheturangitia.services.govt.nz>



01

FINDING OUT THAT
YOU'RE PREGNANT

“

*Ahakoā he iti,
he pounamu*

*Although small,
it is precious – like
greenstone*

”

CHAPTER 1:

FINDING OUT THAT YOU ARE EXPECTING A CHILD

You have just found out you are hapū (pregnant) or assuming the role of primary carer (through a partner's pregnancy, adoption, surrogacy, etc.). For some, this is planned and welcome news. For others, less so, and it can be a real shock.

Everyone, particularly during your first pregnancy, will be feeling uncertain and potentially worried about what is going to happen and how this will change your life. Everyone's experience of pregnancy and parenthood is different and there are no right answers. The most important thing you need to focus is on looking after yourself and your pēpi (baby).

Your body and mind will go through considerable physiological and psychological changes during your pregnancy. Your lead maternity carer (LMC) or Mātanga Tiaki Hapūtanga should give you a booklet which shows the different stages of pregnancy and how it might impact on your body.

There are also lots of short films on the internet which show you what is likely to happen.

Before applying for parental leave, it's a good idea (and usually an official requirement) to talk to your 1UP and Career Manager. This will ensure you all understand policy entitlements, are prepared for discussing the options, and have the correct documentation ready to go.

Like other forms of leave, an application must be submitted for parental leave. If both carers are serving members or Civilian Staff and plan to take leave, two separate applications need to be submitted.

It's important to plan ahead to ensure returning to work is as stress-free as possible. Upon returning, the member will need some flexibility in terms of hours and sick days, so ensure clear expectations are set that work for both member and unit.

You and your 1UP or manager should discuss flexible work options available; part-time, job-share, reduced daily working hours, flexible start, working from home, or a staggered return to work.

If there is a work from home arrangement, it is helpful to have the terms in writing, including how long the arrangement will last and any review timeframes to avoid misunderstandings.

Where possible, you should highlight the benefits of the desired working arrangement, how key tasks will be carried out, how you will handle any challenges, and have contingency plans for events such as a sick child. Consider possible options for childcare, such as location, providers, hours etc., and book in advance.

Finally, you also need to consider how you feed your baby (e.g. formula or breastmilk), and how that will work with your return to work. This may initially depend on how old your baby is at the time of return. However, regardless of the option you choose, you and your 1UP or manager will need to discuss this to ensure you are both on the same page and that suitable facilities and breaks are available to you.

This is discussed in depth in Chapter 5.



Medical

It is strongly recommended you advise your Defence Health Centre as soon as you think you are hapū, even though this is not who will be providing your antenatal care. Your medical grading will need to be changed to acknowledge your pregnancy. This is primarily for health and safety reasons to protect you and your unborn pēpi. It also ensures that your medical grading is reviewed to make sure you are employed on duties which are appropriate while pregnant. Lastly, it is your responsibility to ensure that your MO or GP for Civilian Staff is kept informed of all information relating to the pregnancy as it progresses.

Entitlement to Health Care Costs

The NZDF does not pay for obstetric care, however, normal entitlements to general medical care for a member of the Regular Forces will continue as part of your conditions of service. You will be responsible for any costs incurred where you elect pregnancy management that falls outside public funding, such as private obstetric care and specialist obstetric care. You are also responsible for any costs related to assisted conception. If you have private health insurance you may wish to consult them about obstetric cover inclusions.



Informing the Chain of Command

Telling your chain of command you are pregnant may seem like a daunting task. The earlier you choose to do so, the sooner you can work together to ensure you are employed on appropriate duties and the necessary health and safety considerations have been taken into account. This also opens the lines of communication to discuss options for parental leave and any other concerns you may have. If you are unsure about communicating with your chain of command about your pregnancy or assumption of primary care responsibilities, you are encouraged to seek advice and assistance from a HRA, MO, Social Worker, Chaplain, or other support person who you feel comfortable speaking with.

Disclosure of Pregnancy

You can be assured that if you disclose your pregnancy to your 1UP or manager, they in turn are not to disclose that information to any other person unless you consent to that disclosure; or the other person needs to know the restrictions imposed upon you as a result of your pregnancy to protect the health and safety of yourself or your colleagues. In this instance, only the restrictions are to be communicated, not the reason for the restrictions. You should discuss disclosure of this information with your 1UP or manager to ensure that disclosure requirements are understood by both of you.

Health and Safety Considerations

To minimise harm to you and your unborn child, your chain of command should conduct a risk assessment of your current job and the environment in which you work, putting in place protective measures as required.

The duty restrictions imposed on the member are to be determined by your 1UP or manager in consultation with yourself, the MO and a health and safety advisor. It is also your responsibility to take all reasonable actions to comply with these restrictions.

Subject to health and safety and medical advice, unless you elect to do so, for the duration of your pregnancy, you will not be required to:

- Be posted to a sea-going RNZN Ship. Please contact your MO and career manager for further guidance.
- Attend field exercises.
- Be rostered for shift work.
- Be rostered on watches/duty.

- Be required to undertake extra duties outside of the normal work period.
- Undertake drill or parades.
- Undertake weapons training
- Undertake work involving industrial radiation or hazardous materials without prior consultation with your MO, or
- Undertake any other duties against medical or health and safety advice.

Note

If you are Aircrew, seek advice from your Aviation Medical Unit (AMU) regarding fitness for duty. This is in accordance with Aviation Orders (AVO) Part 1, Chap 2, Leaflet D3.1.



Exemption from Fitness Testing

Following confirmation of pregnancy by a MO, you are exempt from fitness testing, contact sports, and formal fitness classes (including unit PT and unit sports). You should seek professional advice from the MO, PTI's or your LMC on an appropriate exercise regime that is within the limitations of your pregnancy. You may elect to undertake fitness testing, contact sports and formal fitness classes, but again should seek advice from your MO or LMC prior to doing so.

The "[NZDF Guide to Exercise, Fitness and Physical Training during and after Pregnancy](#)", available on the NZDF Intranet HR Toolkit, is useful and provides information to enable service personnel to be in the best possible health for pregnancy, birth and safe recovery back to full fitness.

Note

Military personnel will be provided with a medical exemption form ([MD 906](#)) from the MO. This needs to be provided to a Physical Training Instructor (PTI) to be loaded on HRMIS as a G4 (medically excused) for Army, and to the Writers or HRSC for Navy and HRSC for Air Force. This will ensure individuals are exempt from fitness testing.



Uniform/ Maternity Wear

As you transition through the trimesters of pregnancy you will most likely find that you will need to alter your current uniform or be issued a parental or maternity uniform.

It is acknowledged that having well-fitting clothing during your pregnancy is important for both your physical wellbeing and your self-esteem. Pregnant service personnel are able to wear the issue parental uniform or alternative civilian equivalent (where appropriate) when their uniforms no longer fit or are uncomfortable. As there is no ceremonial uniform for pregnant personnel, there is no expectation for them to parade.

Note

Maternity active wear is being piloted for NZDF military personnel as of early 2023. Contact your local clothing store to check availability of items, or contact NZDFClothing@nzdf.mil.nz to find out more.

The following advice is taken from the relevant service publications for clothing entitlement and allowances:

NZ ARMY

**NZ P23, Part 5, Chapter 1,
Section 2, ARMY 101 –
Maternity Wear**

NZ P23 provides the authorised maternity clothing scale for issue to Army personnel, and this is to be issued to all pregnant officers and soldiers of the NZ Army as required. Over-issue is authorised at CO discretion when it is deemed there is a need. All clothing in this scale, including MTP, is also authorised to be amended as required for individuals by regional clothing store tailoring staff. Alternatively, CO's also have the authority to approve civilian attire (at the member's cost) to be worn by pregnant persons in lieu of uniform. Do not be afraid to request this through your 1UP or manager if you feel that this would be a better option for you during your pregnancy.

Royal NZ Navy

NZBR 3, Vol 1, Chapter 3, Section 3.20 – Maternity Uniform

Pregnant service personnel shall wear the issue maternity uniforms when their standard issue uniforms no longer fit or are uncomfortable. Pregnant service personnel may either wear GWDs altered for maternity wear, or 3B Maternity Wear.

Pregnant service personnel are entitled to alterations of uniforms for maternity wear. Alterations are only to be conducted through the contract clothing store tailoring staff. On advice from a MO, a CO may approve the wearing of civilian clothing by pregnant service personnel whilst on duty. Such approval is only to be granted in exceptional circumstances.

Royal NZ Air Force

NZAP 207, Part 3, Chapter 3, Section 2, No. 3c – Maternity Dress

The No. 3C Maternity Dress is to be worn for the following occasions:

- During pregnancy when standard uniform items no longer fit.
- Up to six months post-partum (a longer period may be approved on application to unit CO if required.)

If the nature of duties requires a special type of clothing not available in the maternity uniform range, then pregnant service personnel may wear a civilian maternity equivalent garment within the workplace in consultation with their 1UP or manager and the RNZAF Clothing Manager.

Pregnant Air Force personnel are also entitled to alterations of uniforms for maternity wear. Such alterations are only to be conducted through the contract clothing store tailoring staff.





02

OTHER
CONSIDERATIONS

“

*Me aro koe ki te
hā o Hineahuone*

*Pay homage to the
essence of womankind*

”

CHAPTER 2:

OTHER CONSIDERATIONS

Assisted Conception

Assisted conception is the name given to the variety of treatments in support of conception, such as In vitro fertilisation (IVF). Infertility has become more common in recent times, and there is nothing to be ashamed of if seeking information or actively pursuing assisted conception.

The investigation and diagnosis of fertility issues and any subsequent treatment takes time and can affect you and your partner with increased levels of stress associated with the process. It is important to maintain communication with your 1UP or manager so that they can understand the situation and can provide support where required. If you feel uncomfortable discussing this with them, you may wish to seek advice or support from an HRA, social worker, or MO or GP for Civilian Staff, to discuss your options during the assisted conception process and to support you in communicating your needs to your 1UP or manager.

Unplanned Pregnancy

There are situations where you might find yourself accidentally pregnant. You may feel surprised, uncertain, numb, or even a certain amount of shock in this situation. Some people may even experience anger or depressive thoughts. It is also acknowledged that there may be aspects of social or cultural stigma related to an unplanned pregnancy. It is important for you to take time to think about the situation, and talk with people that you trust about your options.

There are a number of support agencies within the NZDF that you may wish to seek support from, including social workers, psychologists and chaplains, who can provide advice and emotional support. It is recommended that you seek medical support as soon as possible to ensure your mental and physical wellbeing is looked after.

Note

A list of NZDF support networks is included at the end of this guide.



Adoption

Adoption is described in NZDF policy as taking the “permanent primary responsibility for the care, development and upbringing of a child or children under the age of six years.” This can include formal adoption, or informal forms of adoption such as puke or whāngai. While the pregnancy aspects of this guide may not apply to you, some of the sections will assist you with understanding such things as your entitlements to parental leave, government parental leave payments, and your career management on return to work. You are again encouraged to discuss your situation with your 1UP or manager to gain the support that you need prior to, during, and post adoption of a child.

The Loss of a Child

The loss of a child, be it through infant loss, stillbirth or miscarriage, is a significant life changing event. Having the right support around you will help you to deal with these situations. You should speak to your LMC or doctor about your feelings as they will be able to help and may refer you for further support if needed. There are also a number of services within the NZDF available to support taha hinengaro (emotional mental health). These include social workers, psychologists and chaplains, who can support you and your partner following the loss of your baby. The NZDF’s Employee Assistance Programme (EAP) is also available to provide confidential counselling support for you and your family.

There is a list of agencies at the back of this guide, however the following are two frequently used websites: <https://www.sands.org.nz/> or <https://www.miscarriagesupport.org.nz/>

Miscarriage

A miscarriage occurs when the body terminates a pregnancy on its own, before the pregnancy has carried to 20 weeks. Statistics indicate that miscarriage occurs more frequently than we may realise. You should therefore not feel alone in this situation, or be afraid to talk to someone about what has happened

As of April 2021, employees in NZ are able to take three days paid bereavement leave if they or their partner experience a miscarriage or stillbirth. People planning to have a child through surrogacy or adoption are also eligible if the pregnancy ends by miscarriage or stillbirth. Employees are not required to produce proof of pregnancy, miscarriage, or stillbirth. The law does not apply to those who choose to terminate their pregnancy, however sick leave may be an alternate option in this situation.

You are able to make a confidential appointment with a MO or GP for Civilian Staff to discuss your leave options, or to seek further counselling support.

Stillbirth

Stillbirth is when you lose a baby after the first 20 weeks of pregnancy. If your baby is stillborn you are still eligible for government parental leave payments as detailed in the parental leave section of this guide.

Using this entitlement will allow you to take time away from work, in addition to the above entitlement, to attend to your health and wellbeing. You are also able to make a confidential appointment with a MO or GP for Civilian Staff to seek further counselling support.

If you have lost your baby and need support, there are several organisations that can offer support, please contact your local medical or welfare centre for the best option for you.

Termination of Pregnancy

Some personnel may choose to have a termination. Should you decide this, seeking help early from a medical practitioner is very important. Seeking support and counselling is also recommended. Counselling is available through the EAP, and again social workers, psychologists or chaplains are available within the NZDF for advice and emotional support. If you choose to go ahead with a termination you do not need to advise your 1UP or manager unless you choose to do so. However, it is recommended that you speak confidentially with a MO or GP for Civilian Staff as you may be provided sick leave, and you might be required to be on light duties during the recovery process.

Key website: <https://abortion.org.nz/who-to-talk-to>

Disability and Illness

Very rarely, you may discover that your baby is going to be born with an illness or genetic disorder. This can be an extremely stressful and worrying time for you and your partner. It can also be very isolating as it is often difficult knowing how to share this news with others. The vision you may have had of your birth, coming home from hospital, and potentially life in general, may now also look very different. Please remember, you are *not alone*. There are many families who have faced a similar journey to you with very positive outcomes.

As well as the usual range of NZDF supports such as social workers, psychologists and chaplains, Parent to Parent is a nation-wide service that is free and confidential, designed to inform, educate and support families. This organisation can research the most up to date information on any condition your baby may have. They can also direct you to other more specific support groups. When your baby is born you may also be eligible for the Child Disability Allowance, which is a fortnightly (non-income tested) payment in recognition of the extra care and attention your baby needs. Your paediatrician or child's GP will be able to help you apply for this.

Family Harm

Everyone—including children—has the right to feel safe and secure in their home and with their family. If you or any members of your family/whānau are feeling unsafe or scared, or are experiencing family violence or other harmful behaviour, please know that help is available.

NZDF has a policy on the prevention, intervention and management of family violence. Full details about the responsibilities of management and command, and NZDF Integrated Wellness Providers (in relation to family violence), and support that can be provided to those who may be affected can be found on the NZDF intranet at <http://orgs/sites/nzdf-health/whanau/familyviolence.html> or the HR Toolkit.

Domestic violence leave is available for members of the Regular Forces and Civil Staff.

A member may be granted up to 10 days domestic violence leave each year, to deal with the effects of family violence.

For members of the Regular Forces, the approving authority is Commander/Manager (CO (E)) (or delegate) and for members of the Civil Staff it is the immediate manager.

If you are worried about yourself, a member of your team, or any children who may be experiencing abuse (emotional, physical or sexual) please seek help and support.

**IF URGENT CALL 111 FOR
NZ POLICE IMMEDIATELY.**

Alternatively you can contact NZDF4U Wellbeing Support (0800 693348 or text 8881) for 24/7 confidential support by telephone or face to face, your local Welfare Centre, or check out the 'Advice and Support' tab on at www.Force4Families.mil.nz

Mental Health

Mental Health is about how we think, feel and act as we deal with life's ups and downs. It also helps determine how we handle stress, relate to others, and make choices. Like physical health, mental health is important at every stage of life, from childhood and adolescence through to adulthood and old age. Experiencing good mental health is not necessarily about being free from problems, but knowing how to deal with them, or where to ask for help.

Just as we would take care of a sore ankle by taking corrective action and perhaps resting and not putting additional strain on it for a while, you can take care of your mental health in the same way. By not overloading ourselves and by practicing good mental health maintenance activities, we can get back on track.

During pregnancy there are a lot of hormonal, bodily and life changes happening. These changes are nothing to be ashamed of, and experiencing depression is more common than you may think. For example, the NZ Mental Health Foundation reports that just under 50% of Kiwis will experience mental illness or addiction at some point in their lives with one in five people affected within any one year.

There are many ways to improve your mental health such as diet, sleep, being active, and setting goals. However, if you, your partner, or a close family member is struggling with mental health there are many options that the NZDF offers to help.



These include:

1 Speaking with your Medical Officer

2 Speaking with your local Welfare Office or Social Worker

3 Speak with your 1UP or manager about where to source help

4 Visit the Defence Mental Health Intranet Page for lots of resources:
<http://orgs/sites/nzdf-health/mentalhealth.html>

5 Visit the Force4Families website:
www.Force4Families.mil.nz

6 Visit the NZ Government Mental Health Page: www.mentalhealth.org

Remember it is okay to not feel okay and there are many ways to seek help and be supported by the NZDF.

Postnatal Depression

Postnatal depression affects 10–20% of new mothers. Living through postnatal depression can be overwhelming, with feelings of great sadness and pain.

There are three types of childbirth-related depression:

- **Postnatal or maternity blues.**
The most common form of depression for a new parent. A new parent feels down and tearful in the week after their baby is born. This feeling passes after a few days.
- **Postnatal depression.** This is a more serious condition. The person becomes clinically depressed in the first months following the baby's birth. It can occur any time during the baby's first year.
- **Postnatal psychosis** (sometimes called postpartum psychosis) is rare and involves symptoms of psychosis (being out of touch with reality) as well as changes in mood – either a depressed or an extremely high mood. It usually begins within the first two weeks after the child is born. It can be managed well – particularly if help is sought early.

People who have never been mentally unwell before can experience postnatal depression after pregnancy. Others may have had depression or a psychotic illness in the past. Regardless of whether you have prior experience of mental distress, the symptoms and treatment of postnatal depression are similar.

The major difference between postnatal depression compared to other forms of depression is you have a new-born baby to look after while you're experiencing it. It's very important to get help and support as early as possible.

Because postnatal depression can affect how you feel about and care for your baby, and other children, it is important not to ignore any signs that something may be wrong. You're not a bad parent and postnatal depression doesn't mean you don't love your baby. It just means you're human and you need some extra support. Talk to your midwife or doctor as soon as you can.

If you are worried you might harm yourself or your baby, it is important that you seek help immediately by dialing 111.

There are a number of NZDF resources available so please speak with your MO or GP for Civilian Staff, local social worker, or 1UP or manager if you are experiencing any symptoms of postnatal depression. Remember that postnatal depression is common, can be easily treated, and you will get better with the right support and a little time.





03

PARENTAL LEAVE
PROVISIONS

“

*Nā tō rourou, nā tōku
rourou, ka ora ait e iwi*

*With your knowledge and
my knowledge we will thrive*

”

CHAPTER 3:

PARENTAL LEAVE PROVISIONS

Parental leave provisions are available within the NZDF for members who either give birth to a child, or who take permanent and primary care for the development and upbringing of a child under the age of six.

Applying for parental leave and government parental leave payments can at times seem complicated, so while this guide will explain the key aspects of this process you are encouraged to speak with an HR Advisor, or call the HRSC, if you need further assistance.

The following leave provisions are available to eligible service members of the Armed Forces and Civilian Staff:

- Special Parental Leave (SPL)
- Parental Leave (PNL)
- Keeping in Touch (KIT) days (discussed in Chapter 4)

A maximum of 52 weeks can be taken per child under the age of six. Parental leave must be taken in one continuous period. There is also a minimum of 26 weeks (six months) between any subsequent periods of parental leave. This may be negotiated if the following period is for another child, however a justified request requires sign-off by a Service Chief, or equivalent for civilian staff.



Special Parental Leave (SPL)

Members who qualify for PNL (whether they have applied for PNL or not) are entitled to 10 days SPL for reasons connected with the pregnancy or birth, or when assuming the permanent responsibility for the care of a child. SPL may be taken from the date entitlement is established up until 30 days after the date of confinement¹ or primary carer date. If Special PNL is not used within this period, it is forfeited. SPL may be taken in half or full days and is applied for via ESS as Special Parental Leave.

SPL may also be granted to the partner of the primary carer. Additionally, partners may be able to take compassionate leave for the birth of the child. At the discretion of the Service, if all SPL has been used, compassionate and/or sick leave may be granted.

SPL is to be used for complications or illness directly related to a pregnancy. Where an entitlement to SPL has been exhausted, usual sick leave provisions are to apply. Where extensive sick leave beyond a total of 91 days is necessary, PNL should commence early, based on a recommendation from your LMC.

1. Confinement refers to the period of time just before and during a birth of a child and may include monitored medical care periods.



Parental Leave (PNL)

Members are entitled to PNL if you are the primary carer of a child, and you meet the employment threshold. The employment threshold is where you have served, or been employed continuously, as a member of the NZDF for at least an average of 10 hours a week in the six or 12 months immediately preceding the following:

- the expected date of delivery of the child, in the case of a child to be born; or
- primary carer date in any other case, when assuming responsibility for the care of a child who is under the age of six.

PNL can commence up to six weeks before the expected date of delivery, or on a date specified by your LMC. Where you are the biological parent, you are required to apply for PNL at least three months before the expected date of delivery. Alternatively, where you assume responsibility for the care of a child under the age of six you must apply at least 14 days before the primary carer date.

Where a primary carer and their partner are each individually entitled to PNL in respect of the same child, you may share (as you choose, concurrently or consecutively) your PNL entitlement up to the maximum combined period. The maximum period of (individually or shared) entitlement is calculated in the following table. PNL will cease on the date requested within your application; however, you may request early cessation of PNL by providing at least one month's notice in writing.

Members who have completed an average of 10 hours a week in the immediately preceding... Are entitled to PNL of...

Six months	26 weeks
Twelve months	52 weeks

A [Parental Leave and Payment Eligibility table](#) produced by Employment New Zealand provides a summary of the paid and unpaid parental benefits available to eligible parents, including those who chose to share any of their PNL, Paid Parental Leave (PPL) or extended leave.

Accrual of Annual Leave (AL) while on Parental Leave

AL will continue to accrue consistent with your employment percentage on the day before starting PNL. If you are undertaking a flexible working arrangement with reduced hours, AL will continue to accrue at the reduced rate for the duration of the flexible working arrangement, including through any period of PNL.

Qualifying Service while on Parental Leave

The entire period of PNL, including any approved extension, is to count as qualifying service for seniority, terminal benefits and Service awards. However any period of PNL does not count as service for satisfying any Return of Service Obligation (ROSO) imposed under Section 53 of the Defence Act.

IRD Paid Parental Leave Payment Scheme (PPL)

The Government's Paid Parental Leave Payment scheme (PPL) is administered by the Inland Revenue Department (IRD) and is available to members who:

- Are the primary carer in respect of a child
- Meet the parental leave payment threshold test, and
- Take parental leave or negotiated carer leave.

PPL payments are payable for one continuous period not exceeding 26 weeks. If part of the entitlement is transferred, the period will be one continuous period per person, so long as the two continuous periods together do not exceed 26 weeks.

The process of applying for parental leave payments is completed via the *IR880 Paid parental leave (PPL) application* or *IR881 Paid parental leave (PPL) transfer*. When the HRSC receives your IR880 or IR881 they will assess it and, where you are assessed as eligible, HRSC will complete the employer section of the IR880 and the IR881 (if applicable), and send the form back to you to send to the IRD for their action. The IRD will then contact you to advise you of the details of your payments. IRD forms can be found at www.ird.govt.nz

PPL payments are available through IRD and are paid fortnightly into your bank account. You can also choose to deduct Kiwisaver contributions from your PPL payments should you choose. PPL payments are designed to match your ordinary pay or average weekly income up to a maximum amount.

PPL is currently set at \$661.12 a week before tax for the July 2022 to 30 June 2023 period. However from 1 July 2023 to 30 June 2024, this will increase to a maximum \$712.17 a week before tax. Check out the IRD website www.ird.govt.nz for more information.

If you receive income from the NZDF while in receipt of parental leave payments, the lower payment of NZDF income or parental leave payments are subject to secondary tax. Income from the NZDF may include:

- allowances such as Non-Operational Posting Allowance (NOPA) or Operational Enabling Allowance: Posting Readiness (OEAPR)
- Income for KIT days, or
- Paid leave types such as AL, Stand-Down Leave (SD) or Equivalent Leave (EQL).

If you are likely to receive income from the NZDF while you are on PNL, you need to select a secondary tax code for either your NZDF income (IR330) or parental leave payments (in the IR880 or IR881). This must be sent to your HRSC case manager to ensure the correct code is entered in SAP.

If a member does not qualify for PNL but are entitled to receive parental leave payments, refer to the negotiated carer leave topic via the HR Toolkit.

Note

You may be entitled to 'parental tax credits,' a 'Best Start tax credit,' or Working for Families payments while you are on parental leave. Visit the IRD website www.ird.govt.nz or call IRD on 0800 227 774 for further information.



Preterm Baby Payments

A live birth prior to the 36th week of pregnancy entitles the mother up to 13 weeks of paid preterm baby leave. The amount of preterm baby payments allowable is based upon the number of days between the actual birth date and the expected due date, as detailed when originally applying for PNL.

Preterm baby payments do not affect the normal PPL payments. The primary carer will still be entitled to up to a maximum of 26 weeks' PPL payments on top of the paid pre-term baby payments (up to a maximum total of 31 weeks).

Note

The combined total amount of PNL taken, including the period during which the member is entitled to preterm baby payments, cannot exceed the member's entitlement (to a maximum of 52 weeks' in respect of any one child).

Did you know?

A woman should regularly visit her lead maternity carer throughout her pregnancy.

In a normal 40 week pregnancy, the expected number of antenatal visits are:

12–28 weeks monthly

28–36 weeks fortnightly

36–40+ weeks weekly

If your plans change

You may return to duty earlier than your planned return date by mutual agreement with your 1UP or manager for any reason. You may also choose to extend your PNL, as long as it remains within your entitlement. If this occurs, you will need to discuss this with your 1UP or manager and then advise HRSC via email of the agreed changes (including the 1UP or manager) giving at least one month's notice.

Where you are required to return to duty during your PNL to attend a course for service reasons, the PNL period will be extended by the duration of the course. Any period of work that you undertake that is not to attend a course for service reasons however, does not extend the PNL entitlement period, but is inclusive. Your case manager must be made aware of any courses you attend via email, including the 1UP or manager approval. This will ensure dates are adjusted correctly.

Note

It should be noted that it can often be easier to reduce PNL, than to lengthen it. If you are unsure about when you would like to return to work after baby, have a chat with your career manager about taking the full allowance of time, and then working together to establish when you would like to return after baby is born or primary carer responsibilities have been undertaken and your plans are clearer.

Did you know?

NZDF personnel who are advised of any aspect of a member's pregnancy are not to disclose that information unless there is written consent or the other person needs to know in order to protect the health and safety of the member and/or their colleagues. Only the restrictions are to be communicated, not the reason for the restrictions.





04

WHILE ON
PARENTAL LEAVE

“

*Waiho i te toipoto,
kaua i te toiroa*

*Let us keep close together,
not wide apart*

”

CHAPTER 4: WHILE ON PARENTAL LEAVE

The position you held prior to taking leave must legally be held open for you for 12 months. However, if this is impractical, it may be filled temporarily. Therefore, the member can resume work in the same position when they return. If this does not work from a career management perspective, then a similar position of the same rank and location is to be provided. If the same or similar position is not possible there are other options available such as extension of PNL, offer of different position, or a similar position in another location with relocation allowances provided (discussed in Chapter 5).

It is NZDF's intent to wherever possible, retain members' skills and experience by offering them suitable positions on return to work from any period of PNL.

Whilst on PNL it is possible to attend your trade and promotion courses, and if appropriate by correspondence. Standard remuneration will occur when attending a course and PNL will stop, commencing again after the course with an extension to the end date equivalent to the course.

Arrange to have a 'return to work' meeting about a month before your return to confirm arrangements. These are just plans, so you need to keep your 1UP or manager informed of how things are going and potential changes throughout the PNL period.



Maintaining Workplace Contact

The arrival of your pēpi or child, whether that be by birth or adoption, is likely to be your main focus once you begin PNL. The NZDF may (at times) feel like a distant memory, however, when you are ready to return to work following your PNL, there will come a point when you need to make contact with your current or future 1UP or manager (or career manager).

There are many aspects you may need to consider before returning to work such as: childcare options, breastfeeding, starting a new job, and rebuilding your fitness levels, to mention just a few. Dealing with these concerns may seem overwhelming, especially if you generally feel out-of-touch with service life. It is normal to feel detached or worried about returning to work. On the other hand you may also be looking forward to returning!

Either way, it is recommended that you establish a 1UP point of contact within your unit, or career manager, before you go on PNL, and maintain communication with them throughout.

Leaders, 1UP's, and managers are also expected to maintain contact with their staff throughout their PNL, and ensure members feel supported and connected to the service throughout their time away.

Note

You should check with your 1UP or career manager about maintaining workplace contact as it may affect certain security clearances.



Keeping In Touch (KIT) days

KIT hours are designed to enable you to undertake training and to keep up to date with new developments without bringing an end to your PNL. KIT hours are optional and you will have access to 64 KIT hours whilst receiving PPL payments from the IRD.

KIT hours are paid service away from the office. You do not have to wear uniform and they do not have to be taken at your workplace, but they do need to be agreed by your 1UP or manager prior to returning to work and must be taken as a minimum of one hour per time.

Keeping in Touch (KIT) days are a good way to stay connected with your workplace without affecting your government funded PNL payments. They are days when you can return to work while you are on PNL, providing an opportunity to keep up your contact with your unit/camp/base, or to participate in unit/camp/base training (for example). KIT days are optional, but if you wish to apply for KIT days you need to discuss your intention with your 1UP or manager.

You can apply to take KIT days via email, and the email is to include your service number, name, time, date and number of KIT hours requested to be taken. If you are in receipt of PPL, you may not apply for KIT days until your baby is 28 days old, and the maximum period of KIT days cannot exceed 64 hours. However, members in receipt of preterm baby payments are not required to wait until after the 28th day from their child's birth and are also entitled to an additional three KIT hours for every week they receive preterm baby payments.

If your request is approved, once you have completed the KIT day application your 1UP or manager will send the details to the HRSC for processing. Your 1UP or manager will also advise you once your attendance has been entered in SAP and you can keep track of the number of KIT days/hours you have remaining on ESS.

The NZDF will pay you for your KIT hours, however you must keep track of the number of hours remaining, as if you exceed the maximum entitlement it is deemed that you have returned to work. It is also important to note that KIT days are only available during the period that you are receiving PPL.

Note

Annex B includes a "Keeping In Touch Plan" template.

Examples of KIT hours include:

- Service or unit briefings and branch/trade conferences. Meetings with career managers or 1UPs or managers.
- Courses.
- Representative sport.
- Conducting personal admin, such as PDR.
- Researching new posts/units prior to assignment.
- Trial run for the first day back at work and/or first day of childcare.

Note

KIT days can be taken as a block or separately throughout your PPL period.

Did you know?

A women's body temperature rises 1–2 degrees during pregnancy. She is likely to feel warm when others are cool or hot when others are warm, and more likely to overheat with physical activity.

Pay and Allowances

It is acknowledged that becoming a parent, and taking PNL, may mean that you need to review your budget to accommodate increased expenses during a period of time when you will be potentially receiving a lower income. The NZDF has a range of budgeting tools and services which you can access via the links contained within this guide. You may also be eligible for additional government support, such as Working for Families payments, depending on your income and your family situation. You can visit the IRD website, or call the IRD helpline, if you wish to find out about your eligibility for government support.

Members granted PNL are eligible to continue receiving NOPA and OEAPR. You will also retain your entitlement to Service accommodation subject to usual eligibility criteria. You may also elect to either continue or suspend your superannuation contributions for a period of PNL in excess of 35 days.

Did you know?

A woman's volume of blood increases by at least 40% during pregnancy. To manufacture more blood, her body demands higher levels of food, water and rest.

Protected Seniority

PNL and the support period thereafter, counts as qualifying service for seniority and service awards. If you are eligible for time-based promotion but lack a qualification, you should be given protected seniority for the required period to gain that qualification.

PNL and the support period does not however count towards a ROSO. You are not required to attend courses, but may elect to do so. If appropriate, you may also complete qualification courses by remote learning.

Note

Protected seniority remains in place until 12 months after the birth of the child.

Medical Care

Pregnancy or birth related medical issues should be dealt with by your LMC. However, while you are on PNL, you remain eligible for general medical and dental care through the NZDF. You can make an appointment in the usual way at your local Defence Health Centre (DHC) or dental clinic.

See the rear of this guide for key phone numbers and contacts.



05

RETURNING TO
WORK

“

*Mā te huruhuru ka
rere te manu*

*Adorn the bird with
feathers and it will soar*

”

CHAPTER 5: RETURNING TO WORK

Wherever possible, it is the NZDF's intent to retain members' skills and experience by offering them suitable positions on return to work from any period of PNL. The position held by a member prior to taking PNL will usually be held open or filled temporarily. However, where this is not practicable and a permanent appointment is made, career management will seek to find a similar position as that held at the time of commencing PNL. A similar position means a position in the same rank in the same location, or another location within the posting region.

If a position within the posting region is not available, in consultation with you, one of the following options may be approved:

- An extension of PNL for up to a further 52 weeks until the position or a similar position becomes available;
- Permanent posting to another posting region, with normal entitlements for transfer expenses applying; or
- The appointment of the member to a different position in the same posting location (i.e. a position in a lower or higher rank, or one involving different duties)
- Where PNL or an extension of PNL expires, and no position is available, the member may be terminated with three months' notice. (Please note that this action is highly unlikely, and would require the Service to demonstrate that no position is available having applied the first three options above in the first instance).



For Naval Ratings², there should not be a requirement to post to a seagoing unit until 15 months have elapsed since the birth of a child. Ratings who wish to reduce the 15 month stand-down period for sea service can do so through documented mutual agreement with their career manager. Should a situation arise where the period of non-liability for sea service requires extending; this is to be requested under NZBR 38, Article 0415 – [“Posting for Compassionate and Welfare Reasons”](#).

Further to this, ratings returning from PNL are to be prepared in all respects to undertake the full duties of their rank and specialisation; this is to include being a member of a duty watch or other roster system. RNZN personnel can contact the RNZN Gender Strategy Manager for further support regarding onshore and offshore postings on return from PNL.

2. This policy extends to officers and should be discussed with career management.

Career Management

When you are ready to return to work, or have completed the allocated PNL period, an individual may wish to discuss options of employment with their career manager. These options could include a request to transfer to another post that is safer, where physical duties may be lighter, or where flexible work arrangements can be more easily achieved.

A period of PNL can mean you are out of the working environment for up to 52 weeks and this may have an impact on normal performance reporting timelines or board processes associated with your rank and career stage. The NZDF is committed to ensuring that you are not discriminated against or treated any less favourably as a result of becoming a parent.

Usually, your PDR should be completed prior to PNL to ensure that any promotion or appointment board will have the most recent report to consider. This may not fill a complete reporting cycle as reporting timelines vary by rank, but care will be taken to ensure you are not disadvantaged.

However, you should consult your chain of command and career manager to ensure sufficient time for your PDR to be conducted prior to commencement of PNL. You are encouraged to be proactive in initiating your PDR and ensuring its completion.

During the pregnancy and breastfeeding support period, opportunities related to your career, training and promotion remain unchanged. You will not be required to attend courses, but may elect to do so. If you are eligible for time-based promotion through accrual of required seniority, but lack the course qualification due to pregnancy or being on PNL, you will also be given protected seniority for the required period to gain that qualification in accordance with normal service criteria.



Flexible Working

Returning to work full time can be a daunting prospect when juggling the demands of a young family. The NZDF supports a range of flexible working options which you may wish to explore as a way to transition back into the workforce, and to help you to meet both work and family demands. The NZDF defines a flexible working arrangement as any arrangement that varies working conditions to meet the needs of members whilst still ensuring that work requirements can be met. These arrangements can differ significantly in the degree of flexibility they allow, and some may be better suited than others depending on the requirements of your role and unit.

There are many options for flexible work, which can include working from home or other locations, reduced hours, working outside of core hours, or a combination of these. The following are the most commonly used flexible working options:

- **Varied working hours** – a flexible arrangement which allows members to work their standard hours (e.g. full-time hours) but with a varied start/finish time or on different days (e.g. compressed work week).
- **Varied working location** – an arrangement that allows members to work away from the office; at home or another location.
- **Reduced hours** – a flexible working arrangement that allows a reduction in the number of hours a member would normally be expected to work in their role.

If you think that a flexible working arrangement would support you to care for your young family, you should familiarise yourself with the NZDF Flexible Working Arrangements policy and flexible working implementation guide (DFO 3, Part 12, Chapter 1 & HR Toolkit). Also, familiarise yourself with the various types of flexible work arrangements available and think about what type of flexible working arrangement you would like to request and how that might work in your current position. You will then be ready to have a conversation with your 1UP or manager about your request, and you can then also submit your application through ESS. It should be noted also that if approved, flexible working arrangements in the NZDF are for a specified duration and are subject to review.

Note

Flexible working arrangements are available to both civilian and military employees.



Attending Courses

You are not required to attend courses during the breastfeeding support period; however, you may elect to do so on advice from a MO or GP for Civilian Staff, and where it is reasonable and practical to do so in the opinion of the course manager. If you need to attend a promotion/trade training course that requires a level of fitness, then some exemptions apply to the fitness testing criteria. If the course is classroom based you will not be excluded from the course on fitness grounds, and you will pass the course in accordance with course requirements. Additionally, any delay in completing a course requiring a certain level of fitness will not affect your promotion prospects.

Where you may need to withdraw from a course because physical activity is critical to achievement of course objectives, you will be rescheduled on the first available course on resumption of duty, and your seniority in rank or trade will be protected. You will not, however, be withdrawn from a course unless a MO or GP for Civilian Staff deems that there is a physical/medical reason for you to be withdrawn.

A member who elects to attend a course outside of their position location is eligible for suitable accommodation for the duration of the course. Applications for accommodation are to be made by the member via their 1UP or manager to the course manager. Where suitable NZDF accommodation is not available, civilian accommodation is to be provided. A member who does not require their child with them, may be provided barrack accommodation with access to fridge/freezer space. If the member requires their child with them, accommodation is to be self-catering and furnished with space for the member, the child and one caregiver. The accommodation is to be funded from the member's unit/ship cost centre. Any travel costs for the child and/or caregiver or childcare costs are the responsibility of the member. Due to the nature of the course, it may not be reasonable or practical to allow a member to take breaks for breastfeeding. Prior to attendance on the course the member is to liaise, through their command chain, with the course manager for approval to take breaks for breastfeeding.

Parental Returning Incentive (PRI)

The underlying intention of the payment is to recognise the unique and valuable contribution members make to the NZDF by encouraging members who take PNL to maintain a future commitment to the Service. The payment is six weeks' salary calculated at the daily rate of pay on the day before the period of PNL commenced, multiplied by the employment percentage applying on the day 26 weeks and one day (being day 183) after re-commencing work.

If the period of leave is less than six weeks, the payment is to be calculated on a 'pro rata basis' proportionate to the amount of leave taken. The payment can be applied for (via HRSC) 26 weeks and one day after recommencing work. If PNL has been shared, only one PRI will be paid.

The PRI is a mechanism to retain members who take PNL. The incentive rewards members based on their capacity to return to full-time duties. It is intended to encourage members who take PNL to return to work in a full-time capacity, and in the long-term continue to maintain a future commitment to the NZDF. To qualify for a PRI payment, the member must qualify for 52 weeks' PNL, take PNL of at least six weeks, and return to work for no less than 26 weeks.

The 26 week period can be made up of any period the member returns to work from PNL (except for KIT days); including periods where PNL is suspended if you attend a course required for promotion or service reasons. An application for PRI can be made by sending an email request to HRSC on a date, on or between 26 weeks and one day (183 days), and 78 weeks (18 months) of returning to work. PRI is paid as a lump sum payment of up to a maximum period of six weeks' pay.

Entitlement is calculated as follows:

If you the member take...	And return to work for...	Then you are eligible for...
6 weeks or more parental leave	26 weeks at 100% employment	Full PRI payment
6 weeks or more parental leave	26 weeks at less than 100% employment	Partial PRI payment
6 weeks or more parental leave	Less than 26 weeks at 100% employment and takes release	NIL PRI Payment
Less than 6 weeks parental leave	26 weeks at 100% employment	Partial PRI payment
Less than 6 weeks parental leave	26 weeks at less than 100% employment	Partial PRI Payment

Note

Entitlement to PRI is for military personnel only or those civilian staff with specified inclusion in their collective contract (eg. PSE CEA Part A & C).

Caring for Sick Dependants

At times, you may find that due to illness, accident or other family circumstances that you need to take time off work to care for your child or children at home. There is no specific carer leave in the NZDF, however 'Compassionate Leave' is a leave type that is intended to ensure that all members have an entitlement to take a short period of leave for these types of domestic situations which require immediate action or attention. If you need time off in such a situation you should discuss with your 1UP or manager in the first instance. Compassionate leave can be approved by a CO, and is applied for via ESS.

Taking Annual Leave Following Parental Leave

All NZDF military personnel and civilian staff continue accruing AL at the normal rate whilst on PNL; however, a differential AL pay-out rate exists for military personnel and civilian staff. In line with other Public Service agencies, NZDF civilian staff are paid AL at a rate which is an average of the 12 months preceding – meaning that AL may be paid out at a lower rate than current salary upon returning to work. Military personnel have their AL pay-outs protected, so AL taken in the months following PNL are paid at current salary rates.

Note

An amendment to the Holidays Act (2003) is currently at the Select Committee stage. One of proposed amendments is shortening the 12 month period average for income payments to 12 weeks – which means that those who have returned from PNL will be able to have their AL pay-out match their salary payments after a 12 week period.



Health and Safety

Once the member has been medically re-graded (in pregnancy and upon returning from PNL), the 1UP or manager and member are to discuss the management of the member's pregnancy in the workplace, and identify potential health and safety risks. If agreed to by the member, it is beneficial to involve a Health and Safety Advisor and/or a MO. Identified health and safety risks are to be remedied by either adjusting work duties or changing work role, transferring to another role, unit transfer, flexible working arrangements, or early commencement of PNL.

Alternatives must always be safe, with no adverse effect on the member or work colleagues, and be within the member's mental and physical abilities. Any restrictions or other changes to the member's working situation is to be in writing for the member and placed in their personal file. The health and safety assessment process is to be revisited upon the member's return to work.

Note

Small adjustments can also be made by the member such as utilising an exercise ball.



Medical Grading

When you return to work after giving birth, you will be required to book a medical appointment for a MO to review your medical grading. Medical grading reviews will take into account the needs of a member who is breastfeeding, and if you are exempt from any duties on the basis of medical advice your 1UP or manager will be advised.

Return to Fitness and Fitness Testing

Every individual is different and every pregnancy is different, and it is important that you work with the medical and fitness staff to manage your return to physical training. If you have any concerns, you should liaise with a MO in the first instance.

Note

Pregnancy can place a large strain on the body, including an increase in hormones, which can make some physical exercise risky or damaging. There should be no stigma attached to service personnel who require a longer period postnatally to recover and/or achieve the required fitness standard.

Note

The recently released [“NZDF Guide to Exercise, Fitness and Physical Training during and after Pregnancy”](#) is available on the HR Toolkit. The guide provides information to enable service personnel to be in the best possible health for pregnancy, birth and safe recovery back to full fitness.

Following confirmation of pregnancy, you will be exempt (unless you choose to do so) from fitness testing, contact sports, and formal fitness classes (including unit PT and unit sports). To provide an opportunity to regain the required fitness level for service, the fitness testing exemption will remain in place for 12 months after the date of delivery of the child. A MO may also extend this period for reasons related to pregnancy or breastfeeding. However, you may choose to be fitness tested at any time during the period of fitness testing exemption. If you fail a fitness test during the period of exemption, this failure is not to be recorded in your records.

1UP managers should encourage those returning from PNL to seek out appropriate fitness opportunities, and support time away from the workplace to attend the relevant classes. In the same regard, Leaders should also be aware and mindful of the stress that fitness testing can cause personnel returning to work.

Note

Camps and Bases throughout the country offer varying post-partum classes and fitness regimes e.g. mums and bubs, yoga, rehab etc. Please check in with your local gym manager to see what your area provides.



Duty restrictions

Duty restrictions imposed during pregnancy or postnatally are to be imposed in consultation with the member, a MO or GP for Civilian Staff, and a Health and Safety Advisor (HSA). Restrictions are likely to change with the progression of the pregnancy.

Pregnant members cannot deploy or remain on an operational deployment. Members are not required to carry out field exercises, drill/parades, weapons training or any duties/shifts outside of a normal work day. The member is also exempt from contact sports, fitness testing and classes (including unit PT). This includes fitness requirements for classroom based training courses. However, if physical activity is a key component to course achievement, then the member is to reschedule, without any adverse effect on seniority in rank/trade. Duty restrictions and fitness exemptions remain in place until 12 months after the birth of the child; however, this can be extended with medical approval.

Deployments

During the breastfeeding support period there will be no expectation that you will be required to be deployed (unless you wish to do so). You should discuss this with both your 1UP or manager and career manager so that you are aware of any future deployment expectations. It is the intent of career management that you have ample warning if you were to be required to deploy. However, developing a support network to help with your childcare requirements is a sensible thing to begin thinking about, as this will provide stability of childcare if you were required to be away from home for any length of time.



Breastfeeding

As soon as you know you'll be returning to work, talk to your 1UP or manager about breastfeeding/expressing and continue to communicate so to re-evaluate the situation regularly.

If you are recovering from a caesarean or postnatal condition that may affect your duties, seek guidance from a MO or GP for Civilian Staff. The NZDF has a breastfeeding policy which enables members to either breastfeed or express milk for their child during work hours, so you should not feel pressured to discontinue breastfeeding because you are returning to work.

The breastfeeding support period begins from the date of birth of the child until the child's first birthday.

During the breastfeeding support period you will not be required to make up additional time for duties not performed, and your 1UP or manager will be expected to manage your workload to take into account these additional breaks. Applications to extend the breastfeeding support period can be made to your 1UP or manager, and will be assessed on a case by case basis (the minimum approval level is Major (E)).

You are entitled to paid breaks of up to two hours per day, during your planned working time, in order to breastfeed or express milk. The duration and frequency of breaks are as agreed between yourself and your 1UP or manager, and are in addition to other rest and meal breaks. Applications for breaks for breastfeeding are to be made on form MD1477 *Application for Breaks for the Purpose of Breastfeeding/ Expressing of Breastmilk*.

Additionally, if you need to travel from the workplace to breastfeed your child, you are also entitled to an additional 30 minutes per day of paid travel time. If you wish to breastfeed in your work location, a suitable room will be provided by your 1UP or manager. Furthermore, a clean and safe storage facility for you to store expressed breast milk must also be provided.

During the breastfeeding support period, you will be able to carry out your normal duties to the maximum extent possible. However, unless you elect to do so, you will not be required to do the following:

- Attend field exercises;
- Attend courses;
- Be rostered for shift work;
- Be rostered on watches;
- Attend short notice tasks or travel;
- Be deployed overseas, or within New Zealand;
- Be deployed on an operational deployment;
- Serve at sea;
- Be required to undertake extra duties outside of the normal work period; or
- Be required to undertake any duties against the advice of a MO or GP for Civilian Staff or your LMC.



Breastfeeding Facilities

Breastfeeding facilities are available on all major Bases and Camps. Individual units may choose to provide additional facilities for their members.

The minimum requirements for breastfeeding facilities (including overseas/ToD) are:

- (1) A clean, quiet, warm, private and lockable area;
- (2) A low comfortable chair;
- (3) Fridge space, in close proximity to the breastfeeding facility; and power point for an electric breast pump; and
- (4) A clean place to store equipment.

The facility is to be close to a toilet and hot water for washing equipment. An office or barrack room may be designated for the sole purpose of breastfeeding.

Breastfeeding Related Appointments (Paid)

Members with an infant six months old or younger are entitled to an additional one hour per week to attend breastfeeding related appointments (such as breastfeeding help, support and classes). This entitlement includes travel time, additional travel time may be approved by the member's 1UP or manager.

The 1UP or manager is to take into account breastfeeding breaks when planning the member's workload and ensure that the member does not try to compensate for work time lost during these breaks.

Support for Formula Feeding

The support systems for breastfeeding are just as valuable for parents returning to work who formula feed and want to maintain the attachment established during PNL. You may want to negotiate with your 1UP or manager to take regular breaks to feed your baby.

Extended Breastfeeding Support

The NZDF will, in so far as it is reasonable and practicable, support members who are breastfeeding in the workplace, beyond the breastfeeding support period. Such support is to be agreed between the member and their 1UP or manager.

Breastfeeding breaks may be approved at the discretion of the 1UP or manager. Any breaks for breastfeeding are to be paid breaks. Unless advised by the MO or GP for Civilian Staff or the HSA, members are not exempt from field exercises, drill/parades, weapon training or any duties/shifts outside of a normal work day.

Childcare Options

There are a range of Early Childhood Education (ECE), day-care and in-home care options that you may wish to investigate before returning to work so that you can find the best solution for you and your family. The NZDF does not provide assistance towards childcare costs, and only a few Camps and Bases have childcare facilities. However, you may be eligible for Work and Income (WINZ) subsidies.

You should speak with your local Defence Community Facilitator who can provide relevant information for your area.

Car Seat Law Information

Under New Zealand law, all children aged less than seven years of age must be in a car seat that's appropriate for their weight and size when travelling in a vehicle.

For further information or advice on child restraints, visit the Waka Kotahi New Zealand Transport Agency website – www.nzta.govt.nz



06

INFORMATION FOR
NZDF PARTNERS

“

*Ehara tāku toa i te toa taki
tahi, engari he toa takitini*

*My strength is not as an
individual, but as a collective*

”

CHAPTER 6:

INFORMATION FOR NZDF PARTNERS

As a serving Military or Civilian Staff partner, it is important to understand the entitlements available to you which will enable you to support a pregnant partner or young family.

The NZDF is committed to supporting your family/whānau as a whole. 'Family' is described in DFO 3 as the spouse or partner and natural, step, foster or adopted children, the parents or siblings of the member; and includes the children of a spouse (in a recognised relationship) over whom the member has assumed responsibility on a part-time or full-time basis; and may also include other bona fide relations and relations by marriage who are part of the member's household.

Note

For the purposes of this document 'partner' includes biological parents who may no longer be in a relationship.

Special Parental Leave (SPL)

SPL is available to serving partners of primary carers to enable them to attend antenatal appointments, to support their partner during and immediately after the birth of a child, or on taking the primary care of a child. Serving members are entitled to ten days SPL, and this can be applied for via ESS.

Compassionate Leave

At times you may find that due to illness, accident or other family circumstances that you need to take time off work to care for your child or children at home. Compassionate leave is a leave type that is intended to ensure that all members have an entitlement to take a short period of leave for these types of domestic situations which require immediate action or attention. This includes the birth of a child, where the member is the partner of a conceiving parent; or the adoption of a child and subsequent to the adoption where the member is the partner of the primary caregiver. Compassionate leave can be approved at the discretion of your CO where all entitlement to SPL has been used, and if you need time off in such a situation you should discuss with your 1UP or manager in the first instance and apply via ESS.



Parental Leave (PNL)

Where a primary carer and their partner are each individually entitled to PNL in respect of the same child, you may share (as you choose, concurrently or consecutively) your PNL entitlement up to the maximum combined period. For example, where you are both eligible for 52 weeks PNL, you may choose to take 26 weeks PNL at the same time as the other parent. Or you may choose to take 26 weeks each at separate times. This may be in the situation of a child being born, or when you jointly assume responsibility for the care of a child who is under the age of six. If the partner of the member is not a member of the NZDF, and the equivalent provisions apply, the member is to declare any period of

PNL taken or intended to be taken by their partner, in respect of the child the member is the primary carer for.

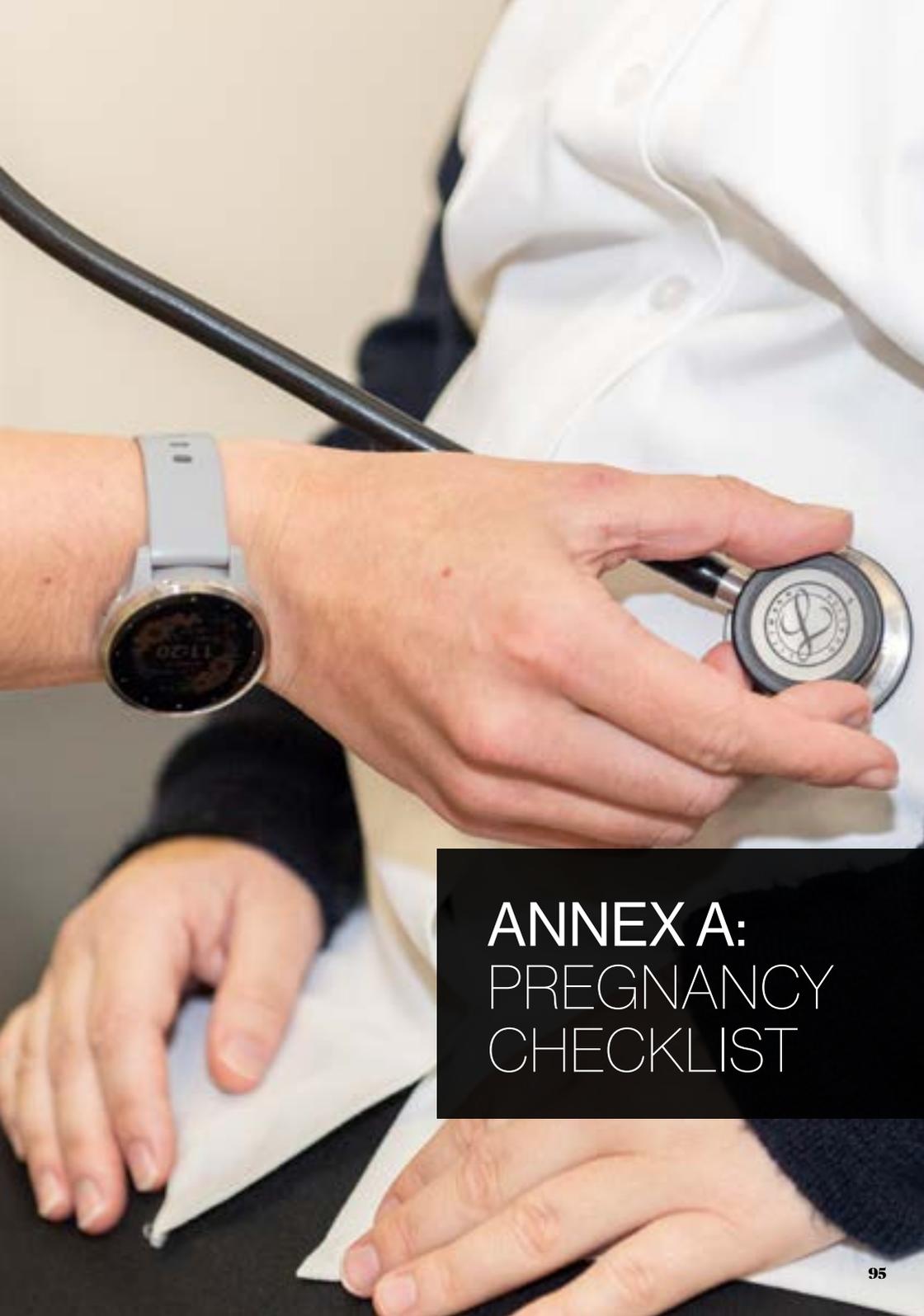
Government Paid Parental Leave payments (PPL) can also be shared with a partner, where eligibility exists and the partner chooses to take PNL. PPL is payable for one continuous period not exceeding 26 weeks. If part of the entitlement is transferred, the period will be one continuous period per person, so long as the two continuous periods together do not exceed 26 weeks. Further information in regard to Governmental PPL and entitlements can be found on the Inland Revenue Department website www.ird.govt.nz

Flexible Working

The NZDF defines a flexible working arrangement as any arrangement that varies working conditions to meet the needs of members whilst still ensuring that work requirements can be met. These arrangements can differ significantly in the degree of flexibility they allow, and some may be better suited than others depending on the requirements of your role and unit. There are many options for flexible work, which can include working from home or other locations, reduced hours, working outside of core hours, or a combination of these.

A flexible working arrangement may help you to meet the demands of looking after a young family, particularly during times when your partner has recently given birth or has pregnancy related health concerns. For example, you may need flexibility in your start and finish times at work to enable you to drop off or pick up other young children at school.

If you think that a flexible working arrangement would support you to help care for your young family, you should familiarise yourself with the NZDF Flexible Working Arrangements policy and Flexible working implementation guide (DFO 3, Part 12, Chapter 1 & HR Toolkit). Also, familiarise yourself with the various types of flexible work arrangements available and think about what type of flexible working arrangement you would like to request and how that might work in your current position. You will then be ready to have a conversation with your 1UP or manager about your request, and you can also submit your application through ESS. It should be noted also that if approved, flexible working arrangements in the NZDF are for a specified duration and are subject to review.



ANNEX A: PREGNANCY CHECKLIST

ANNEX A: Pregnancy Checklist

The following checklist provides a guide to some of the key work-related things that you need to do or think about during your pregnancy, and on return from PNL. This will be complemented by your own checklist, including scans and medical appointments, which should be provided by your Lead Maternity Carer (LMC) or Mātanga Tāiki Hapūtanga.

Serial	Activity	Considerations
During Pregnancy		
1	Appointment with a Medical Officer.	Discuss options for LMC or Mātanga Tāiki Hapūtanga, medical grading, and pregnancy related health and safety issues. Medical grading will be amended. Army and Navy personnel will be given an MD 906 to confirm exemption from fitness testing (Army take to a local PTI to load onto HRMIS (G4), Navy take to HRSC).
2	Inform Chain of Command.	Discuss disclosure requirements and confirm health and safety requirements within the workplace during pregnancy.
3	1UP manager conduct health and safety risk assessment.	Assess health and safety risks and options to ensure the safety of yourself and your baby. 1UP manager to seek medical advice as required.
4	Seek advice about fitness training.	You will be exempt from unit PT and fitness testing, however, you are encouraged to remain active during your pregnancy. Seek advice from a MO, Physiotherapist and LMC or Mātanga Tāiki Hapūtanga as required.
5	Order maternity uniform.	Can be ordered during both second and third trimesters. Tailoring of uniforms is also available via local clothing store tailoring staff.
6	Discuss Parental Leave (PNL) options.	Familiarise yourself with your entitlements for PNL and Paid Parental Leave (PPL). Discuss your preferred leave options with your 1UP or manager or HRSC case manager.
7	Submit PNL application	Submit three months prior to leave date requested.
8	Submit application for Government PPL.	<ul style="list-style-type: none"> • Complete IR 880 (from MyIR website) • Attach a certificate from LMC or Mātanga Tāiki Hapūtanga to confirm pregnancy. • Send to HRSC, who will in turn provide a letter from your employer (NZDF) which confirms your eligibility. • Send all documents to IRD, who will contact you to confirm payment details.

9	Complete PDR for current reporting period.	This may not be a full reporting period, depending on when your PNL begins. However, it is important to have your PDR completed so that it can be reviewed by your 1UP and 2UP as required.
10	Update Will.	Highly recommended to ensure currency and to recognise change in family status.
11	Establish unit point of contact (POC) and preferred method of contact.	This is recommended, but only if desired.

During Parental Leave

12	Advise unit POC and HRSC contact of birth of baby.	
13	Post-Partum Physiotherapy Appointment.	Not compulsory, but recommended at approximately 6 weeks post-partum. This can be arranged by referral through the DHC.
14	Confirm any change to PNL plan.	At least one month prior to your specified end of leave date.
15	Confirm childcare arrangements.	Any application for flexible working arrangements to suit childcare arrangements should be submitted at least one month prior to returning to work.

On Return to Work

16	Appointment with a MO.	To confirm med grading and discuss any restrictions on duties to be performed.
17	Interview with 1UP or manager.	Discuss health and safety risk assessment, breastfeeding requirements, personal wellbeing, childcare arrangements, forecast of unit activities, and options for flexible working.
18	Physical training plan and Deployability Readiness Plan.	Discuss a post-partum physical training plan with NZDF trained professionals such as NZDF PTIs, MOs, and Physiotherapists to return to full fitness. You will also want to review your ESS 'Deployability Readiness Status' requirements as many may have lapsed during PNL e.g. Dental, Weapons, Passport, and Security.
19	Career management interview.	Discuss upcoming course requirements, postings and general career management queries or concerns.





ANNEX B: KEEPING IN TOUCH PLAN

ANNEX B: Keeping In Touch Plan

Keeping in touch during parental leave is a member’s choice. This plan is intended as a guide and a framework for discussion between a member and their 1UP or manager. It should be passed on to a 1UP or manager’s replacement if they are posted during Parental Leave (PNL).

Serviceperson’s details

Name	
Service No.	

Address during PNL	Address 1	Address 2
Landline		
Email		
Mobile		

During PNL I would like to be contacted:				
	Phone	Email	Text	Notes
Weekly				
Fortnightly				
Monthly				
Other				<i>Please specify</i>

KIT day plans (40 hours paid whilst on PNL) also consider other activities and events that may offer opportunity to reconnect.

	Date	Place	What will you be doing?
1			
2			
3			
4			
5			
Other KIT arrangements			



USEFUL RESOURCES



Useful Resources

NZDF and Single Service Publications

Find these on the NZDF Intranet > Forms and Publications

[Defence Force Orders 3](#)

[Aviation Orders](#)

[NZ P23 – New Zealand Army Orders for Dress](#)

[NZAP 207 – Royal New Zealand Air Force Dress Instructions](#)

[NZBR 3 \(V1\) – Royal New Zealand Navy Clothing Instructions](#)

[NZBR 38 – Royal New Zealand Navy Ratings Career Management Manual](#)

[Base Standing Orders \(Navy\)](#)

NZDF Intranet > [HR Toolkit](#)

Please note that the following two documents are superseded by this resource; however, still may be of use to review.

[RNZN Parental Booklet 2015](#)
(Last updated 2015)

[Parental Planning – A Guide for Managers in the NZ Army](#)
(Last updated 2021)

Military Documents

Find these on the NZDF Intranet > Forms and Publications > NZDF Forms

[MD 906](#)

[MD 1477](#)

The one place to go for step-by-step information to help you and your baby get off to the best start

<http://www.smartstart.services.govt.nz>

Inland Revenue Department – Paid Parental Leave

<http://www.ird.govt.nz/paid-parental-leave>

Employment New Zealand – Parental Leave and the associated Eligibility table

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

Mental health

<https://www.mentalhealth.org.nz/assets/ResourceFinder/Return-to-work-returning-to-work-after-experiencing-a-mental-illness-MHF.pdf>

<https://www.mentalhealth.org.nz>

<https://www.psychologytoday.com/us/blog/media-spotlight/201404/mothers-in-the-workplace>

Returning to work advice and support

<https://hbr.org/2019/08/how-to-return-to-work-after-taking-parental-leave>

<http://workplace.care.com/top-10-ways-companies-make-it-easier-to-return-from-maternity-leave>

<https://www.themuse.com/advice/how-to-retain-employees-returning-from-maternity-leave>

https://www.hrc.co.nz/files/5714/3769/9439/12-Jun-2005_20-16-44_Pregnancy.pdf

<https://www.workingwell.org.nz>

<https://www.seek.co.nz/career-advice/article/how-to-plan-your-return-to-work-before-going-on-maternity-leave>

https://www.parentscentre.org.nz/parenteducation/return_to_work_programme.asp

<https://www.govt.nz/browse/work/parental-leave/going-back-to-work-after-having-a-baby/>

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

<https://www.pregnancybirthbaby.org.au/returning-to-work>

Family Services

<https://www.nzdf.mil.nz/defence-and-whanau/>

Stay connected with Force for Families, also a useful directory for Defence families.

<https://www.familyservices.govt.nz/directory/>

This directory has information about all aspects of family support including: health, education, mental health, parenting, legal services, ethnic support, disability and special needs.

<https://www.familyworks.org.nz>

<https://www.supportingfamilies.org.nz>

<https://www.parenthelp.org.nz>

Breastfeeding in the workplace

<https://www.health.govt.nz/your-health/pregnancy-and-kids/first-year/helpful-advice-during-first-year/breastfeeding-perfect-you-and-your-baby>

<http://www.bfw.org.nz/>

<https://www.employment.govt.nz/hours-and-wages/breaks/breastfeeding-at-work/>

Breastfeeding support

<http://www.la lecheleague.org>

<https://ngamaiaitrust.org>

<http://www.plunket.org.nz>

<http://www.personnels-health.org.nz>

<http://www.babyfriendly.org.nz>

Childcare

Contact your Community Coordinator to find out what childcare options and support are available on your Base/Camp.

<https://www.live-work.immigration.govt.nz/live-in-new-zealand>

Find out where local schools/Early Childhood Education (ECE) are and any zoning (including maps).

<https://parents.education.govt.nz/early-learning/early-childhood-education/20-hours-ece-2/>

The government subsidises all children who attend ECE. Find out about 20 hours free ECE.

<https://www.workandincome.govt.nz/eligibility/children/childcare.html>

The Childcare Subsidy is for parents whose income is below a certain level.

<https://www.workandincome.govt.nz/eligibility/children/childcare-providers.html>

Find a childcare provider in your region. These directory listings include childcare providers, including pre-school and before/after and holiday programmes.

Health Services for Pregnancy Support

HealthLine 0800 611 116

Advice and support from a registered health professional available 24/7.

Midwives

Find your Midwife

<http://www.findyourmidwife.co.nz>

Council of Midwives

<https://www.midwiferycouncil.health.nz>

Information about what services you can expect to receive from a Midwife and what to do if you are not happy with what is delivered.

Ministry of Health

<https://www.health.govt.nz>

Go to the 'Services and Support during pregnancy' page for a range of information from common complaints during pregnancy to safe sleep for babies to care of their teeth and more.

Parenting Support

SkiP

Parenting support resources and information that draws on the latest research and information. You can use their App to tailor advice for the age of your child.

<https://www.skip.org.nz>

Barnados

Parenting and social support services, childcare to under 5's, guidance.

<https://barnados.org.nz>

Plunket

Services for health and wellbeing of Tamariki under 5.

www.plunket.org.nz

Parenting Place

www.parentingplace.nz

Oranga Tamariki – Ministry for Children

Support for children who are at risk of harm, support for those who may have harmed or may in the future.

www.orangatamariki.govt.nz

Triple P Positive Parenting Programme

Online parenting course for Toddlers to Teens to encourage good behaviour and manage parenting challenges. Uses research to inform the guidance.

www.triplep-parenting.net.nz

Whānau Ora – Te Puni Kōkiri

<https://www.tpk.govt.nz>

Information about increasing the wellbeing of whānau.

Iwi Services

Various web pages about local Iwi Support Services for whānau and tamariki wellbeing – search your local internet web pages to connect.

Children's Commissioner

Information and guidance about the rights of Children in NZ

www.occ.org.nz



NZDF CONTACTS

NZDF Support Networks

Defence Health Centres		After Hours
RNZAF Base Auckland	(09) 347 0570	027 490 8074
RNZAF Base Ohakea	(06) 351 5132	021 716 290
RNZAF Base Woodbourne	(03) 577 1136	021 625 984
Devonport Naval Base	(09) 445 5922	(09) 445 5922
Papakura Military Camp	(09) 296 6822	027 634 9897
Waiouru Military Camp	(06) 387 5537	021 241 9248
Linton Military Camp	(06) 351 9565	027 249 9426
Trentham Military Camp	(04) 527 5064	Wellington Regional Hospital (04) 355 999
Burnham Military Camp	(03) 363 0161	027 435 3889
Wellington (HQNZDF)	(04) 527 5045	Wellington Accident and Urgent Medical Centre (04)384 4944

NZDF Social Workers

The NZDF Social Workers are registered health professionals who work alongside other NZDF health professionals and have strong networks with community social services. They can assist with family and relationship issues, health concerns including mental health, advocacy and other areas.

RNZAF Base Auckland	09 4177049 or 021 904361
Devonport Naval Base	0800 6289 4357 or 0800 NAVY HELP
Waiouru Military Camp	06 387 6759
Linton Military Camp	06 3519918 or 021 922159
Burnham Military Camp	03 3630807 or 021 921762
Wellington (HQNZDF)	021 905 251

NZDF Psychology

RNZAF Base Auckland	(09) 417 7000
RNZAF Base Ohakea	(06) 351 5446
RNZAF Base Woodbourne	(03) 577 1550
Devonport Naval Base	(09) 455 5094
Papakura Military Camp	(09) 299 9370
Waiouru Military Camp	(06) 387 5599
Linton Military Camp	(06) 351 7008
Wellington (HQNZDF) & Trentham Military Camp	(04) 529 6121
Burnham Military Camp	(03) 363 0318

NZDF Chaplains

NZDF Chaplaincy provides comprehensive pastoral care including religious services, relationship and resilience development, pastoral interventions and advocacy, pastoral visiting and welfare support.

RNZAF Base Auckland	(09) 417 7009	(09) 417 7652
RNZAF Base Ohakea	(06) 351 5640	(06) 351 5788
RNZAF Base Woodbourne	(03) 577 1175	(03) 577 1168
Devonport Naval Base	(09) 445 5244 (09) 445 5005	(09) 445 5326
Papakura Military Camp	(09) 296 5705	
Waiouru Military Camp	(06) 387 5599	
Linton Military Camp	(06) 351 9635 (06) 351 9634	(06) 351 9928 (06) 351 9603
Trentham Military Camp	(04) 527 5011 (04) 527 5684	(04) 527 1028
Burnham Military Camp	(03) 363 0315 (03) 363 0463	(03) 363 0316
Wellington (HQJFNZ)	(04) 529 6111	

NZDF Community Coordinators

NZDF Community Coordinators can provide information on services and facilities available to Defence families such as, Base/Camp toy libraries, midwife and Plunket clinics, loaning of baby equipment, childcare, childminding and holiday programmes, fitness classes for biological parents.

RNZAF Base Auckland	09 417 7035
RNZAF Base Ohakea	06 3515 439
RNZAF Base Woodbourne	03 577 1177
Devonport Naval Base	09 445 5534
Papakura Military Camp	09 296 5744
Waiouru Military Camp	06 387 5531
Linton Military Camp	06 351 9970
Trentham Military Camp	04 527 5029
Burnham Military Camp	03 3630322
Wellington (HQNZDF)	04 496 0555

Base/ Camp Directory

Base / Camp Operators	
RNZAF Base Auckland	(09) 417 7000
RNZAF Base Ohakea	(06) 356 9109
RNZAF Base Woodbourne	(03) 577 1599
Devonport Naval Base	(09) 445 5999
Papakura Military Camp	(09) 296 6800
Waiouru Military Camp	(06) 387 5599
Linton Military Camp	(06) 325 8819
Trentham Military Camp	(04) 527 5999
Burnham Military Camp	(03) 363 0099
Joint Force HQ	(04) 529 6999
Wellington (HQNZDF)	(04) 496 0999

Other Support Networks

Other Support Lines	
0800 NZDF4U (0800 693 348)	Confidential 24/7 help line service staffed by trained health professionals for Veterans, all members of the NZDF and their families
0800 NAVY HELP	Or 09 445 5534 Also see Naval Community Organisation Facebook site
Lifeline 0800 543 354	Confidential counselling service
National Telehealth Service 0800 611116 Text or Call 1737	Free health advice from trained registered nurses 24/7 24/7 Telehealth support / counselling
0800 111 757	Depression helpline
0800 189910	Confidential afterhours telephone service providing mental health support for all
0800 611 116	Health line
0800 568 856	Parent Help
0800 933 922	Plunket line





HEI MANA MŌ AOTEAROA
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