



# notification of parental leave

to be completed by the employer



This form should be completed by an employer when a HESTA member is intending to take parental leave.

For your employee to qualify for their insurance fee to be waived during parental leave:

- they must be employed
- parental leave must be approved by you (the employer)
- insurance must not have otherwise ended.

If your employee meets the above criteria, any Income Protection (IP) Cover, Death Cover and Total and Permanent Disablement (TPD) Cover can continue and insurance fees can be waived while on parental leave for up to 12 months, starting from the latter of the date on which approved parental leave commenced, or the date HESTA receive the *notification of parental leave* form.

For more information read the *Insurance Options* available at [hesta.com.au/pds](https://hesta.com.au/pds) or by calling 1800 813 327. Type in your details or complete in pen using CAPITAL LETTERS. Print 'X' to mark boxes where applicable. **The form must be completed in full.**

1. Employee details

Member number:

Employee number:

Given name/s:

Family name:

Date of birth:

Mobile or daytime phone number:

Residential address (PO Box not accepted):

Suburb

State/Terr.      Postcode

Postal address (only complete if different from above):

Suburb

State/Terr.      Postcode

Email:

2. Employer details

Employer name:

HESTA employer number (if applicable):

Has parental leave been approved by the employer?      ☒ Yes    ☒ No

Date parental leave is to commence:

Expected return to work date:

If the employee returns to work prior to the expected return date please notify HESTA.

3. Payroll authorisation

I confirm that the information on this form is true and correct to the best of my knowledge and belief.

Signature of authorised officer:

Date:

Name of authorised officer:

Position of authorised officer:

Mobile of daytime phone number

Return your completed and signed form to [hesta@hesta.com.au](mailto:hesta@hesta.com.au) or mail to: **HESTA, Locked Bag 35007, Collins St West VIC 8007.** If you have any questions about completing this form, call us on 1800 813 327 between 8.00am and 8.00pm (AET) Monday to Friday.

## contact us

[hesta@hesta.com.au](mailto:hesta@hesta.com.au) | 1800 813 327 | Locked Bag 35007, Collins St West VIC 8007 | [hesta.com.au](https://hesta.com.au)

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