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Fire and Emergency New Zealand
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Ref: 16311



Tēnā koe [REDACTED]

Thank you for your letter dated 14 November 2024, to Fire and Emergency New Zealand requesting information regarding parental leave, under the Official Information Act 1982 (OIA). Our responses to your questions are below.

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

Please find attached, as **Appendix One** to this response, copies of the following documents which are being released to you in full:

- Pregnancy and operational firefighting policy
- Maternity uniform Schedule
- Leave Guide
- Managing pregnancy and parental leave for operational personnel Guideline
- National Notice 072/2022 Clarification on pregnancy and parental leave guidelines
- Application for Parental or Partners Leave form
- Hybrid Working Guideline

Please find attached, as **Appendix Two**, to this response, copies of the following documents which are being released to you in full:

- Fire and Emergency New Zealand and Public Service Association Collective Employment Agreement; and
- Fire and Emergency New Zealand and the New Zealand Fire and Emergency Commanders Association Collective Employment Agreement

The New Zealand Professional Firefighters Union Collective Employment Agreements are available here www.nzpfu.org.nz/resources/.

2. *Please provide a summary of support, information and entitlements you provide to your employees who take parental leave and return to work at your agency. This should include:*

Please see responses to your specific questions below. Where available we have identified which document in the attached **Appendices** provides the requested information. In some instances, we have provided a summary of support and entitlements.

- a. *Parental leave payment, ex-gratia payments and 'top-ups' for primary carers, as well as the conditions employees need to meet to receive such payments*

Please find attached, Guideline – Managing pregnancy and parental leave for operational personnel.

- b. *Paid leave for partners/secondary carers, as well as the conditions employees need to meet to receive such payments*

Please find attached, Guideline – Managing pregnancy and parental leave for operational personnel, the application for Parental or Partners Leave form, clause 1.4.3 and 1.4.6 of the New Zealand Professional Fire fighters Union and Fire and Emergency New Zealand Collective Employment Agreement, and clause 6.8 of the Fire and Emergency New Zealand and Public Service Association Collective Employment Agreement.

- c. *Remuneration review during leave*

Fire and Emergency does not exclude employees on Primary Carer or Partners leave when completing salary and market rate reviews.

- d. *Leave accrual during leave and the rate at which annual leave is paid after an employee returns from parental leave*

Please find attached, Guideline – Managing pregnancy and parental leave for operational personnel. Fire and Emergency has also elected to extend the provision of annual holidays paid at the higher of either their ordinary pay or their average earnings to non-operational employees.

- e. *Flexible work policies*

Please find attached, Guideline – Managing pregnancy and parental leave for operational personnel and Hybrid Working at Fire and Emergency.

- f. *Kiwisaver contributions - particularly whether employer contributions are paid during parental leave grant / ex-gratia payment / paid parental leave*

Fire and Emergency does not pay superannuation contributions while an employee is on parental leave. We pay superannuation contributions on the parental leave grant which an employee becomes eligible for after their return to work.

- g. *Any contributions towards childcare*

Please find attached, Guideline – Managing pregnancy and parental leave for operational personnel.

h. Support in the event of a miscarriage or stillbirth

Please find attached, Guideline – Managing pregnancy and parental leave for operational personnel. Fire and Emergency provides access to a number of psychological support services which are available to all Fire and Emergency personnel and their family.

i. Any support provided for fertility, adoption and surrogacy

Please find attached, Guideline – Managing pregnancy and parental leave for operational personnel.

j. Any other parental leave benefits or support.

Please find attached, the Maternity Uniform Schedule. Fire and Emergency personnel may wear maternity uniform when they are pregnant and standard uniform is no longer comfortable.

We trust that the information being provided is of assistance. If you require further information, please email officialinformationrequests@fireandemergency.nz.

Please note that because of the identified public interest in the information that you have requested, we intend to publish this response (with your personal details removed) on our website.

Nāku noa, nā



Aidan Saunders
Manager, Information Requests

