



Sponsored by the
NAVAL COMMUNITY ORGANISATION

Phone: 0800 NAVY HELP
(0800 6289 4357)

E-mail: nco@nzdf.mil.nz



Becoming a Parent

RNZN INFORMATION BOOKLET

2015 Version



CONTENTS

One	INTRODUCTION
Two	SUMMARY OF ARTICLES
Three	PARENTAL LEAVE APPLICATION
Four	PARENTAL LEAVE APPLICATION Cont...
Five	GOVERNMENT ASSISTANCE
Six	USEFUL PHONE NUMBERS
Seven	CHILDCARE ITEMS AVAILABLE FOR HIRE
Eight	CHECKLIST
Nine	NAVY CHILDCARE CENTRES
Ten	TAMARIKI HOUSE
Eleven	CALLIOPE HOUSE
Twelve	FAMILY LIAISON OFFICER
Thirteen	OTHER CHILDCARE SERVICES
Fourteen	RETURNING TO WORK
Fifteen	RETURNING TO WORK Cont...

*All information provided
in this booklet is
current as at April
2015, and is intended
and provided as a
guide only*

NOTES

NOTES

INTRODUCTION

The purpose of this information booklet is to summarise Defence and Navy policy for parents in the Service.

All information in this booklet is current as at April 2015, and is intended and provided as a guide only.

This booklet includes a summary of articles from the current Books of Reference.

DFOs AND REFERENCES

DFO 3, Part 8, Chapter 8 (Special Parental Leave and Parental Leave)

DFO 3, Part 8, Chapter 8, (Conditions of Service)

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 Management of Pregnant Women)

NZBR 23, Article's 3508 & 7722, (Pregnancy)

NZBR 38, Article 0414, (Post Parental Leave Requirement for Sea Service)

Base Standing Orders, Article 0615, (Change of Personal Details)

Base Standing Orders, Article's 0883 & 0884, (Child Health Policy, Childcare Centres)

MD 1197, (NZDF Handbook on managing your pregnancy within the NZDF)

NZDF HR Toolkit

> Wellbeing and Welfare > Wellbeing > General > Pregnancy

It is recommended that you read the online publication if you need more information on certain Articles.

The online publications contain the full official policy.

It is also recommended that you contact the NCO for up-to-date information on assistance available to Navy personnel.

SUMMARY OF ARTICLES

This section aims to provide a brief guide on the contents for references only and is intended as a guide to personnel seeking information.

DFO 3, Part 8, Chapter 8

This is Defence policy on Special Parental Leave (SPNL) and Parental Leave (PNL).

It provides the policy pertaining to:

- SPNL and PNL provisions;
- Use of Compassionate and Sick Leave provisions;
- Re-employment provisions;
- Shared Parental Leave;
- Paid Parental Leave; and
- Parental Returning Incentive.

DFO 3, Part 12, Chapter 10,

NZBR 23, Articles 3508 & 7722

These articles contain information regarding to pregnancy on:

- Confirmation and Notification of Pregnancy;
- Limitations;
- Medical Gradings; and
- Fitness Testing.

NZBR 38, Article 0414

This article explains:

- The requirement to be formally interviewed by your Career Manager before proceeding on PNL; and
- The posting policy on returning to work after PNL, including sea service and stand down for sea service when returning to work from PNL.

RETURNING TO WORK Cont...

Medical grading

Regular Force personnel who take PNL due to pregnancy are to be graded by their MO on their return to duty and have a further review three months later.

Returning early from Parental Leave

Service personnel granted PNL may request early cessation of PNL providing at least one month's notice in writing is given. This is provided to either your Career Manager or Head of Trade so they are aware of your situation and intention.

Parental Returning Incentive (PRI)

In order to recognise the unique, valuable contribution Service personnel make to the NZDF and to encourage Service personnel to maintain a future commitment to the Service, the NZDF will pay a PRI. The criteria for this can be found at DFO 3, Part 8, Chapter 8.

Flexible Working Arrangements

Service personnel and Civilian Staff may want to apply for flexible working practices to assist with the transition to full time work after PNL. These requests are to be raised through the command chain, to the approving authority. Civil Staff are to raise requests with their manager.

RETURNING TO WORK

Prior to commencement of PNL

Ratings are to be formally interviewed by their Career Manager (CM). This interview is to discuss future employment issues, formally document and have the rating acknowledge in writing concerns and agreed outcomes. Endorsed copies of this agreement are to be held by the rating concerned and a copy placed on the rating's Personal File.

Postings

Ratings will not normally be required to post to a seagoing unit until 15 months have elapsed since the birth of a child. Ratings who wish to reduce the 15 months stand down period for sea service can do so through documented mutual agreement with their CM. 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".

Duties

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.

Fitness testing

Fitness testing exemption expires 12 months from the delivery of the child. This is to provide an opportunity to regain the required fitness level for service. You may attempt your Service fitness test as often as you like during this period and failed tests will not be recorded until the 12 month period is up.

DFO 3, Part 12, Chapter 10
NZBR 38, Article 0414 – 0415

PARENTAL LEAVE APPLICATION

FOR MILITARY

Special Parental Leave (SPNL)

Personnel are entitled to a total of 10 working days SPNL. DFO 3, Part 8, Chapter 8, gives examples of what SPNL can be used for. Personnel should consult their supervisor on how they want to use their entitlement but are not limited to the examples given:

- SPNL can be applied for as one day leave or may be taken as half days with Supervisors approval prior to Parental Leave commencement.
- It is specified in DFO 3 that SPNL is not to be taken as a block of leave prior to commencement of PNL.

Parental Leave (PNL)

The duration of PNL entitlement as specified in DFO 3, Part 8, Chapter 8, and is calculated as follows:

- A single continuous period of up to 26 weeks for Service members who have less than 52 weeks continuous service at the relevant date.
- A single continuous period of up to 52 weeks for Service members who have at least 52 weeks continuous service at the relevant date.

When calculating PNL periods, it is important to note that the entitlement is 52 weeks leave, not one calendar year.

Please note: Personnel are advised to contact the Human Resource Service Centre (HRSC) for more information related to SPNL/PNL entitlements.

HRSC will contact you and assign a 'Case manager' on receipt of your PNL application. Your 'Case manager' will provide you with assistance and information until commencement of PNL

PARENTAL LEAVE APPLICATION Cont...

Paid Parental Leave (PPL)

Paid parental leave applies to members of the Armed Forces with effect from 30 November 2012. The paid parental leave provision for members of the Armed Forces is modelled on the provisions of the Parental Leave and Employment Protection (Paid Parental Leave) Amendment Act 2002, inserted into the Parental Leave and Employment Act 1987.

The paid parental leave payment is paid as a Total Remuneration (TR) daily allowance and is subject to PAYE and KiwiSaver deductions.

Paid parental leave entitlement is for a maximum of 112 days (16 weeks). Paid parental leave starts on the date that parental leave commences.

The maximum rate of payment for paid parental leave with effect 1 July 2014 is currently \$72.014 gross per day, or \$504.10 gross per week to which will be added the ACC earner's levy, and in respect of KiwiSaver or DFSS Category B members, the employer and member contribution rates.

OTHER PROVISIONS

For Military

Pregnant service women are to wear the issue maternity uniform when their uniforms no longer fit or are uncomfortable.

As there is no ceremonial maternity uniform there should be no expectation for pregnant service women to parade.

Personnel are strongly encouraged to consult the Pregnancy section of the HRSC for more information regarding superannuation whilst on PNL.

For Civilian Staff

Civilian staff should consult the Leave section of the HR Toolkit for more information on Parental leave provision and entitlements. Alternatively, you can contact the local Human Resource Advisor for further information.

The current 16 weeks paid parental leave will increase to 18 weeks from 01 April 2016.

OTHER CHILDCARE SERVICES

There are a number of different childcare options to consider if you wish to return to work, or even have some time out while you are on Parental Leave.

You can check the Yellow Pages or the Internet for a more comprehensive list; however some of these options can be:

KidStart home care (Barnardos)

- A home-based care and learning service for children aged from birth to five years old.

More information can be obtained on 0800 KIDSTART (0800 543 782) or on www.barnardos.org.nz

Porse In-Home Childcare

- Porse provides flexible and affordable in-home childcare services enabling parents to return to the workforce.

More information can be obtained on 0800 023 456 or on www.porse.co.nz

Nannies or private carers

- Qualified nannies can provide care for your child in your own home and agencies can manage placements.

More information can be found online or under Nannies in the Yellow Pages.

Local childcare facilities

- Waiting lists for local childcare facilities can be long, it may pay to check these organisations out well before your return to work date.

Family and friends

- A cheaper option for short term care.

FAMILY LIAISON OFFICER

The Family Liaison Officer (FLO) - Cindy Haliburton provides advice and assistance to Naval Families.

Cindy is an enrolled nurse with extensive knowledge of community networks and experience with working with young children. The FLO can provide respite care to parents with preschool children all over Auckland.

Priority is given to families with a service member who is deployed or posted away from home. The FLO can also visit new families in Auckland and provide assistance in settling in to the local Community.

This support is free of charge.

Contact Information

The FLO can be contacted through the NCO on, 0800 NavyHelp – 0800 6289 4357



Ms Cindy Haliburton
NCO Family Liaison

Available for
Mon - Fri
0930 - 1200 and
1300 - 1600.

Phone
'0800 Navy Help'
to arrange a booking.

GOVERNMENT ASSISTANCE

You may be eligible to receive an accommodation supplement, childcare subsidy or financial assistance from the Government. To find out more information or to see if you qualify or are eligible:

Working for Families www.workingforfamilies.govt.nz
Phone 0800 774 004

Working for Families Tax Credits www.ird.govt.nz
Phone 0800 227 773

Work and Income www.workandincome.govt.nz
Phone 0800 559 009

Alternatively you can access the IRD website via the NZDF Intranet. (NZDF Intranet Homepage > Mirror Site > Inland Revenue)





Naval Community
ORGANISATION

RNZN PARENTAL INFORMATION BOOKLET

USEFUL PHONE NUMBERS

NAVAL COMMUNITY ORGANISATION (NCO) nco@nzdf.mil.nz

- Navy Helpline 0800 Navy Help
0800 6289 4357
- Family Liaison Officer 445 5712
027 4542 512
- Navy Amenities (Hire centre) 445 5131
- Base Library 445 5137
- Chaplaincy Centre 445 5325
- Naval Health Unit 445 5922
- Fleet Dental 445 5982

CAREER MANAGEMENT CELL

DNOCM 349 7340

TECHNICAL BRANCH

- Career Manager 445 5067
- Assistant Career Manager WE (1) 445 5791
- Assistant Career Manager WE (2) 445 5790
- Assistant Career Manager ME (1) 445 5509
- Assistant Career Manager ME (2) 445 5696

SUPPORT BRANCH

- Career Manager 445 5068
- Assistant Career Manager 445 5384

OPERATIONS BRANCH

- Career Manager 445 5065
- Assistant Career Manager 445 5359
- Deputy Career Manager 445 5359

NAVAL RESERVE

- Career Manager (1) 445 5664
- Career Manager (2) 445 5056

FLEET TRAINING ADVISER 445 5214

Naval Community Childcare Centres

- Tamariki House (under 2s) 445 2484
- Calliope House (2 – 5 years) 445 2608

Human Resource Service Centre (HRSC) hrsc.admin@nzdf.mil.nz

- Toll free 0800 DFHRSC
0800 334 772

On commencement of PNL the Career Manager assumes divisional responsibilities for personnel.



Naval Community
ORGANISATION

RNZN PARENTAL INFORMATION BOOKLET

NAVY CHILDCARE CENTRES

Calliope House (2 – 5 years)

- Calliope House is located at 65 Calliope Road, Devonport, Phone 445 2608.
- The centre is available for up to 50 children.
- Meals and snacks are provided during the opening hours of 0700 – 1700.
- Care is available on a full time basis.
- The centre provides a full educational programme conducted by qualified or staff in training for a Diploma of Teaching (ECE).
- The current fee scale is available on request.

If you are thinking about enrolling your child into the Navy Childcare Centres, it is highly recommended that you notify them as soon as possible.



NAVY CHILDCARE CENTRES

Tamariki House (6 months to 2 years)

- Tamariki House is located at 59 Calliope Road, Devonport, Phone 445 2484.
- The centre is available for up to 25 children.
- Meals are provided during the opening hours of 0730 – 1630 Mon to Fri.
- Care is available on a full time basis.
- All staff are qualified or in training for a Diploma of Teaching (ECE).
- The current fee scale is available on request.

You can find the eligibility criteria for the Navy Childcare Centres at:

*BSO's
Chapter 8, Section 12,
Article 0884*



CHILDCARE ITEMS AVAILABLE FOR HIRE

The Navy Amenities Hire Centre has an affordable range of baby equipment available for hire. These items are very popular so it is wise to book well in advance.

Contact the friendly Amenities staff on (09) 445 5131 or email, navyamenities@nzdf.mil.nz for pricing and availability.

Item for Hire*	Cost *	Hire Period
Baby Capsule	\$40	6 months
Snap n Go wheels	\$21	6 months
Bassinet	\$10.50	3 months
Change Table	\$10.50	6 months
Highchair	\$10.50	6 months
Port a Cot	\$10.50	1 week
Port a Highchair	\$10.50	3 months

**Prices and availability are subject to change.*

Alternatively, you could contact local businesses about items they have available for hire, or research on the internet.

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 New Zealand Transport Agency website – www.nzta.govt.nz

CHECK LIST

Before the arrival of Baby

- Visit the Naval Health Unit to confirm your pregnancy, and what services they can offer you.
- Select a Lead Maternity Carer (LMC) or Midwife. Referral from friends or colleagues is helpful.
- Visit the staff at NCO to see what advice or assistance they can offer you and also to register your email for notices and to keep in touch.
- Read the relevant NZDF and Navy policy and references on Pregnancy.
- Contact Defence Shared Services (DSS) Housing Officer on eligibility for Naval Housing.
- Visit HRSC online for information on admin requirements for Parental Leave Application.
- Organise a Budget plan on your finances.
- Visit The Workwear Group Clothing Shop to order Maternity uniform (give a minimum two weeks lead in time)
- Find a childcare provider to enrol your child on their waiting list.

After the arrival of Baby

- Complete and submit a Birth registration form for your baby.
- Consider registering your baby with a local Medical Centre within the first three months and Medical Insurance.
- Find out what assistance, financial or otherwise is available from the Government (WINZ, Working for Families).
- Arrange a time to speak with the Family Liaison Officer about support and assistance.
- Keep in touch with your Career Manager about divisional matters while you are on PNL.
- Contact the HRSC for your eligibility for Parental Returning Incentive (PRI).

This checklist is provided as a guide only.

Contact your LMC, Midwife or local Plunket for more information on pregnancy and childcare.

NAVY CHILDCARE CENTRES

The Naval Community Childcare Centres are run for the benefit of Naval Families.
There are two Centres, Tamariki House for children from 6 months – 2 years, and Calliope House for children from 2 years – 5 years.

Please use the below intranet link to the Navy Childcare Booking form.

http://org/m-nss/Lists/NCO_HPC/Child%20Care1.aspx

Alternatively you can access this link through the Navy Intranet.

(Navy Intranet > NSS > NCO > Childcare > Booking form)

CENTRE INFORMATION

Base Standing Orders, Chapter 8, Section 12

This reference covers the policies on:

The Child Health Policy for the Naval Childcare facilities;
The criteria for eligibility to the Naval Childcare facilities; and
The Naval Childcare Centres Booking Form (Annex 9A).

The Fee Scale

The current fee scale is available on request from contacting the Centres Secretary directly.

Secretary,
Naval Community Childcare Centres Association
65 Calliope Road
Devonport 0624
North Shore City

Phone - (09) 445 2608

Email - navycc@xtra.co.nz

All booking forms are submitted to the NCO for verification of details and priority assignment.