#### About parental leave reimbursement

Service providers that make a parental leave entitlement payment to staff employed to deliver the funded kindergarten program can apply to the Department of Education and Training (the Department) for reimbursement of the parental leave payment.

The eligibility criteria and further information about parental leave reimbursement is available in *The Kindergarten Guide*. <http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx>

Applications for parental leave reimbursement are subject to approval by the Department.

Before applying please ensure you have updated the staff member’s information in KIM for whom you are applying for parental leave reimbursement. Click the **Edit** button next to the staff member to check and/or update information.

1. From the service provider home page, click on the service name.



1. In the **Teachers** or **Other Educators** tab, click **Application** next to the relevant teacher or other educator and then select **Parental Leave** from the drop-down list.



Result: the **Parental Leave Details** screendisplays.

1. Select the type of parental leave taken by the staff member (Maternity, Adoption or Partner).

#### Maternity or Adoption leave

1. Enter the date the leave commenced and the date the leave finished in dd/mm/yyyy format.
2. Enter the gross hourly rate of pay at the time of commencement of leave
3. Enter the total weekly hours of employment for this employee
4. Enter the total weekly hours, including non-contact time, in the funded kindergarten program

Result: KIM will automatically calculate the total amount to be reimbursed.

1. Click **Next** to navigate to the **Certification** screen. Complete the *Name*, *Position* and *Date* fields.
2. Click **Submit**.
Result: the application is submitted for Department approval. The submitted form will display in the **Submitted** tab under the **Application Status** menu.

#### Partner leave

1. Enter the date the leave commenced and the date the leave finished in dd/mm/yyyy format.
2. Enter the gross hourly rate of pay at the time of commencement of leave
3. Enter the total daily hours of employment for this employee
4. Enter the total daily hours, including non-contact time, in the funded kindergarten program

Result: KIM will automatically calculate the total amount to be reimbursed.

1. Click **Next** to navigate to the **Certification** screen. Complete the *Name*, *Position* and *Date* fields.
2. Click **Submit**.
Result: the application is submitted for Department approval. The submitted form will display in the **Submitted** tab under the **Application Status** menu.

You can save the application at any time by clicking the **Save** button. To re-open the saved application, go to **Application Status** in the main service menu and click on the **Saved** tab. Open the saved application by clicking on the application name.

