



Notification of parental leave

To be completed by the employer

i This form should be completed and returned by an employer when a Hostplus member is intending to take parental leave. For an employee to qualify to have their insurance premiums waived for up to 12 months during parental leave they must:

- be employed (If you are self-employed you are not eligible for the insurance premium waiver)
- have their parental leave approved by you (the employer)
- notify us in writing if they return to work or their parental leave ends before the end date of the premium waiver
- have been a Hostplus member for a minimum of 12 months.

If your employee satisfies all the above requirements, their insurance premiums will be waived for any insurance they currently have as a member of Hostplus (including Death, TPD and Income Protection) starting from the later of the start date of their parental leave and the date we receive your completed application.

1 Employee details

*Denotes mandatory fields

Complete all details to help us identify the member's account.

Hostplus membership number*

Employee number

Date of birth*

Gender

 Male Female

Title

 Mr Mrs Ms Dr

Other

Given names*

Surname*

Postal address

Suburb

State

P/C

Telephone number (business hours)

Telephone number (after hours)

Mobile phone*

Email address*

2 Employer details

Employer name*

Hostplus employer number*

Date parental leave is to commence*

Expected return to work date*

Requested end date of parental premium waiver*

Must be a date during the period of approved parental leave and no more than 12 months after the parental leave started.



If the employee returns to work prior to the expected return date please notify Hostplus as soon as possible.

3 Payroll authorisation

I certify the above information to be true and correct.

Signature of authorised officer*

Date*

Name of authorised officer*

Position of authorised officer*

Telephone number

Email address of authorised officer*



The authorised officer of the employer must sign and date this form – the form will not be valid if not signed by the authorised officer of the employer.

The employer is to forward the completed form to Hostplus via one of the following:

- via email to info@hostplus.com.au
- via mail Locked Bag 5046, Parramatta NSW 2124