

# The Queensland Government (QG) CPPL Application Process

## Employee

### Step 1: Research

Research and/or seek independent financial advice to determine whether the CPPL payments or the Baby Bonus is more financially beneficial.

*(PLEASE NOTE: CPPL payments are taxable and the Baby Bonus isn't).*

### Step 2: Discuss with manager

You must advise your manager of your intention to access the CPPL scheme. Your manager will provide you the relevant information to complete your application, enabling your QG agency to act as your paymaster (if applicable).

### Step 3: Complete and submit application

Complete and submit your application to FAO.  
*(PLEASE NOTE: Eligible QG employees can access CPPL payments in addition to their existing parental leave entitlements. You are therefore still required to complete other leave applications via the Employee Self Service (ESS) or other system/method.*

### Step 4: Receipt of CPPL payments

You will receive payment of CPPL for the duration of the scheme via your normal QG payroll.

### IMPORTANT NOTES

You should advise your manager if:

- Your bank account details change.
- You would like to come into work for a Keeping in Touch day (e.g. training day).
- You would like to return to work early.

## Manager

(HR Manager and/or Line Manager)

### Step 1: Research

Prior to meeting with the employee, the manager must identify the following:

- Employee's employment status e.g. permanent, temporary?
- If another QG agency has an obligation to act as paymaster (e.g. is the employee on a secondment)? If so, the manager will need to discuss which agency will act as paymaster with the employee's substantive agency.
- Is the employee accessing other entitlements offered by the QG e.g. QG parental leave?
- What is the relevant ABN to provide to the employee?

### Step 2: Discussion and assistance

Manager to provide employee with information required to enable the QG to act as their paymaster (e.g. ABN).

Manager will also need to explain to the employee keeping in touch, return to work early and notifiable events.

### Step 3: Accept or reject application

If the employee is eligible for FAO payments, the FAO will notify the QG agency advising of their obligations to act as paymaster. The QG agency can accept or reject the application (e.g. if employee has resigned or is no longer engaged with agency).

*(PLEASE NOTE: The QG has elected to 'opt in' and provide payments to all eligible employees employed by QG regardless of length of service or the number of weeks of CPPL they receive).*

### Step 4: Act as paymaster

The FAO transfers funds to the QG agency bank account and the QG agency acts as paymaster. The employee receives CPPL payments via their normal QG payroll on behalf of the FAO.

### IMPORTANT NOTES

The QG agency must implement processes (including roles and responsibilities) for managing:

- keeping in touch;
- return to work early,
- notifiable events and
- finance and HR processes.

## Family Assistance Office

(FAO)

### Step 1: Eligibility determination

Application is received by FAO. FAO determines the employee's eligibility to receive CPPL payments.

### Step 2: FAO notification

FAO will send the QG agency an online notification advising them that they are required to act as paymaster for the employee's CPPL payments.

### Step 3: CPPL Payments commence

CPPL payments begin. The FAO transfers funds to the QG agency's account. A payment notice is provided with each payment.