



Workplace Policy

Leave and Holidays

Why we have this policy

Taking time off can help you to have a healthy balance between your work and personal life.

You can take leave for holidays, to celebrate your culture and beliefs, when you're sick, if someone who depends on you is sick or someone close to you dies, and other reasons, e.g. jury service and training.

This policy applies to all our employees but does not cover parental leave. Your leave details are in your employment agreement — they may vary from your co-workers.

How to request leave

We will consider all your requests for leave. Let us know as early as you can before you want to be away from work. This will give us time to organise work cover while you're away. We will be more likely to agree to your request with adequate notice.

Annual leave

Your annual leave entitlement is in your employment agreement. We encourage you to take this time off within a year of earning it.

Sections of this policy will not apply if you agreed to get holiday pay on a pay-as-you-go basis in your employment agreement and are either:

- on a fixed-term agreement for less than 12 months
- an employee who works from time to time or so irregularly that it is impractical to give you 4 weeks' annual leave.

You can take at least two weeks' annual leave in one go.

We will try to give you annual leave at a time that suits you. But if we can't agree when you will take leave, we can require you to take it at a certain time. We will give you at least 14 days' notice of this.

Annual leave balance can not exceed 20 days.

Taking leave in advance

We may let you take annual leave in advance. This means you can apply to take a holiday before you are entitled to it.

Cashing up leave

We will consider any written request to give you a day's pay — instead of time off — for a day of your unused leave. The most annual leave you can cash up is one week in each entitlement year. If we agree, we will pay you as soon as possible.

Additional leave entitlements as per contract

Some employees may have written within their contract that they can take an additional 10 days annual leave without pay, this is at the discretion of the General Manager.

Sick leave

You can take sick leave if you are too ill or injured to work or must care for someone ill or injured who depends on you for care.

Stay home if you are sick, especially if your illness could spread to others.

Your sick leave entitlement is in your employment agreement and the balance will show on your pay slip.

This leave is available after you've worked for us for six months either:

- continuously on set hours.
- doing an average of at least 10 hours a week, and at least one hour every week or 40 hours every month.

You can carry over up to 10 days' unused sick leave a year, up to a total of 30 days.

If you run out of sick leave:

You can use annual leave, if you have some available or you can ask for leave without pay if your sick leave balance is not sufficient.

Medical certificates

We may ask for proof of illness or injury. This usually means a medical certificate from your GP. Who pays for the visit depends on how long you have been sick. If we request a certificate and it has been less than three days in a row, we will pay for the GP visit, If it's three or more days, you will be required to pay for the GP visit.

Annual holidays

If you get sick before you are due to go on holiday, you can change the relevant amount of annual leave to sick leave.

If you get sick while you are on annual holidays, you can apply to change the relevant amount of annual leave to sick leave. We might agree — and we might ask for a medical certificate.

Workplace injuries

You don't take sick leave if you need time off for a workplace injury. Once ACC has registered the accident, we will pay you at least 80% of your normal wages for the first week off work.

If you are off work for more than a week, ACC will pay 80% of your usual pay. You can ask us for a day's paid sick leave each week if you have sick leave available to top you up.

We will assist you and ACC with determining your payment through supporting them with their requests for evidence of pay slips etc.

Public holidays

You are entitled to 12 paid days off a year for public holidays if they fall on days, you would otherwise be working.

If you work on a public holiday, you will get a paid day off at a later date and we will pay you the greater amount, either:

- Time and a half of your relevant or average daily pay.
- The relevant public holiday or penal rate — set out in your employment agreement.

If you have agreed in your employment agreement to work public holidays you will have to work if we ask you to.

Alternative days

If you work a public holiday that would otherwise have been a working day, you get a paid day off — or alternative day — at a later date.

You can apply to take this on any day you would otherwise be working, that isn't a public holiday. You will be given a whole paid day off — even if you worked less than a whole day on the public holiday.

If we can't agree on the date you take it, we can decide and give you at least 14 days' notice. If you haven't taken your day within 12 months of the relevant public holiday, you can ask us to pay you out. If we agree, we will pay you as soon as possible.

Transferring public holidays

You can transfer some or all of a public holiday to another working day, if we both agree to it in writing.

Mondayisation

If a public holiday, e.g. Christmas Day, falls on a Saturday or Sunday that is not a day you would have worked, your public holiday will fall on the next Monday or in some cases Tuesday.

You only get one public holiday for each day.

Bereavement (tangihanga) leave

You may be able to take paid bereavement, or tangihanga, leave if someone close to you dies or for the unplanned end to a pregnancy by miscarriage or stillbirth. You can take the leave at any time and for any purpose relating to the bereavement. It does not have to be used straight away or all at the same time. You can take the leave each time you suffer a bereavement.

This leave is available after you've worked for us for six months either:

- continuously on set hours.
- doing an average of at least 10 hours a week, and at least one hour every week or 40 hours every month.

Where this leave is available you can take up to three paid days off after:

- the death of an immediate family member, eg parents, child, partner, grandparents, grandchildren, brother, sister and parents-in-law.
- you have a miscarriage or stillbirth.
- someone else has a miscarriage or stillbirth and you:
 - are their partner
 - are their former partner and would have been a biological parent
 - had agreed to be the primary carer (eg through a formal adoption or whangai arrangement)
 - are the partner of a person who had agreed to be the primary carer.

You can take one paid day off after the death of another person if we agree you have suffered a bereavement.

Talk to us if you need more time off, e.g. to travel overseas for a funeral.

Bereavement while on annual leave

If you suffer a bereavement while on annual leave, tell us. We will change the relevant amount of your annual leave to bereavement leave.

Bereavement on a public holiday

If you suffer a bereavement on a public holiday that would otherwise be a normal working day for you, it will count as a public holiday not bereavement leave.

Domestic violence leave

You may be able to take paid domestic violence leave if you, or a child living with you, is affected by domestic violence. This includes children who don't live with you all the time. There is no time limit on when the abuse took place.

Leave for other reasons

There are other types of leave that may be available. Special rules may apply, and the leave may be paid or unpaid.

Court duty

Take this leave when you are called for jury service or to be a court witness. This will be:
unpaid leave.

Special leave

We may agree to requests for leave you are not entitled to in special circumstances.

Examples of special leave include:

- when you run out of sick leave
- to participate in an important sporting or cultural event, eg representing New Zealand
- on an approved study course

This will be:

paid in some instances.

Health and safety training leave

Elected health and safety representatives may get up to two days' paid leave per year to attend training.

Closedown periods

We close down our business once each year. We'll give you the details in writing at least 14 days before the closedown starts, including closedown dates and how many days' annual leave or other leave you will need to take.

Please keep this in mind when planning how to use your annual leave during the year.