

# Holidays and Leave Policy

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<b>Version</b>	1	<b>Policy Section</b>	Employment and HR
<b>Approved by</b>	NZIST Council	<b>Policy review frequency</b>	Annually
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## Purpose

This policy provides a framework for taking and managing leave at NZIST. The aim of this policy is to encourage all employees to maintain a positive work/life balance by taking their full annual leave entitlement in the year it falls due. This will assist NZIST with meeting its obligations as a healthy and well workplace while at the same time minimising the carrying forward of annual leave and the negative effect that can have on NZIST's financial performance.

## Scope

This policy applies to all NZIST Employees (permanent, fixed term and casual).

## Principles and Expectations

### Annual Leave

NZIST will comply with the Holidays Act 2003 with regard to annual leave entitlements.

Managers are responsible for monitoring the annual leave balances of their direct reports and ensuring employees have the opportunity to take their full annual leave entitlement for the year. Employees must be given the opportunity to take at least one continuous two-week break each year.

You are expected to carry forward no more than 10 days annual leave entitlement to the following leave year.

Provided there is sufficient leave available, annual leave requests will be granted whenever possible, taking into account the needs of NZIST. If you and your manager are unable to agree on when you will take your annual holidays, your manager may direct you to take annual leave on no less than 14 days' notice.

You may take anticipated annual leave (i.e., leave which has accrued but not yet become an entitlement).

You may request one week of your annual leave is paid out to you. Approval will be granted on an individual basis.

### End-of-Year Office Closures

Where a closedown period is observed between Christmas and New Year, or during some other time during the year, it is expected that you will take annual leave. If you are not yet entitled to annual leave at the commencement of a closedown period, you will be required to discontinue work during that time. You may take annual leave in advance for that period should you wish to do so.

## **Sick Leave**

NZIST will comply with the Holidays Act 2003 with regards to sick leave entitlements.

Where an employee requires sick leave they must contact their manager as early as possible to advise that they will not be at work and the date on which they expect to return. If you take sick leave of three or more days, NZIST may require you to provide a medical certificate at your own cost.

## **Bereavement Leave**

NZIST will comply with the Holidays Act 2003 with regard to bereavement leave entitlements.

If you have a bereavement you would like to take leave for, you must tell your manager as soon as possible.

## **Public Holidays**

NZIST will comply with the Holidays Act 2003 with regards to public holiday entitlements.

Employees may not work on a public holiday unless required to (in writing) by NZIST.

Requests to transfer public holidays in accordance with the Holidays Act 2003 will be considered on a case by case basis and may be approved at NZIST's discretion.

## **Parental Leave**

NZIST will comply with the Parental Leave and Employment Protection Act 1987 with regards to parental leave entitlements.

## **Process to Apply for Leave**

Leave applications can be completed and submitted through NZIST's payroll system.

Applications for leave should be completed by you and approved by your manager in NZIST's leave system prior to the leave being taken, except in exceptional circumstances.

Employees who are unable to attend work because of illness or injury are to notify their manager of their absence as soon as possible and are to ensure the sick leave is recorded in NZIST's leave system as soon as they return to work.