

GBWCT POLICY



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STAFF ANNUAL LEAVE POLICY

The Golden Bay Workcentre Trust (GBWCT) takes its responsibility as an employer seriously in regards to its employees and Annual Leave. Paid annual leave is a legal requirement and is an employee's entitlement in line with the terms of their employment agreement.

1.0 Purpose

To confirm the organisational systems and procedures for managing these types of leave and to establish the eligibility, duration, and procedures for Leave Without Pay.

Note: For your entitlements to holidays and leave, and for information on other types of leave not covered in this Policy, please refer to your employment agreement

2.0 Principles

The GBWCT requires that staff understand and know how to access and appropriately use the leave options covered by this Policy.

The GBWCT requires all leave covered by this Policy to be managed in line with legislative and contractual entitlements and operational requirements.

The GBWCT recognises the importance of employees having time away from the workplace and requires that employees regularly use their annual leave entitlement.

Sick leave is to be administered fairly by the Manager and is to be utilised responsibly by employees. The sick leave provisions allow employees to take time off work and recover if they are sick or injured.

The GBWCT must accurately record absences and leave and employees are required to report those absences in a timely manner.

The GBWCT may grant eligible employees Leave Without Pay on a case-by-case basis.

3.0 Annual Leave

After the end of each completed 12 months of continuous employment, an employee is entitled to four weeks' paid annual leave. Employees are expected to take their full annual leave entitlement within the year following its accrual.

Where possible, employees must plan their annual leave at the beginning of each calendar year with their Manager and/or any other team members as appropriate. Anticipated workloads, peak times for the work area and any other individual or workgroup commitments will be considered when reaching an agreement about the timing and length of annual leave. Variations to an agreed leave plan or an approved leave application must be agreed upon between the employee and the Manager.

Employees and Manager have a joint responsibility to ensure that the full annual leave entitlement is taken each year.

The Manager may direct staff to take annual leave during a close-down period, or where the Manager and an employee are unable to reach agreement on the timing of the annual leave. In both cases, it is a requirement that a minimum of 14 days' notice will be given.

Any requests from employees to cash up current annual leave entitlements rather than actually taking such leave in the manner it was designed for will be considered strictly on the merits of the request and will be limited to a maximum of one week's entitlement per calendar year.

Procedure:

- Employees are responsible for applying for annual leave through the PayHero app
- The Manager must promptly consider the employee's application or discuss with the employee if the application is at variance with their previous agreement about the timing of annual leave and/or cannot be approved
- The Manager should approve an employee's application to take annual leave unless there are operational requirements which prevent such approval
- Anticipation of annual leave may be approved up to the amount of an employee's accruing leave as at the date the leave is to be taken

4.0 Christmas Closedown

The GBWCT main office, reception and Heartlands services closes down for the two weeks around Christmas and New Years.

All staff working in these departments are required to take annual leave during the closedown period on days that are not Public Holidays.

The specific dates of the closedown period and the amount of annual leave to be taken may vary from year to year.

Certain client service departments are not subject to the closedown period.

Prior written approval to work during the closedown period must be obtained from the Manager.

5.0 Public Holidays

Public Holidays are in addition to annual holidays. They are paid holidays if they fall on days that would usually be working days for employees.

Public Holidays will be observed on the days set out in the Holidays Act 2003.

Procedure:

- An employee is required to obtain the prior approval of the Manager to work on a Public Holiday.
- Employees who work on a Public Holiday may also be entitled to an alternative holiday.
- Payment for Public Holidays will be in accordance with the Holidays Act 2003.

6.0 Sick Leave

All employees have entitlement to sick leave. The scope of the entitlement depends on the employee's employment agreement. The minimum statutory entitlement is ten days per year.

Sick leave entitlement can also be used if a person (normally living in an employee's household) who is dependent on the employee, becomes sick or injured and the employee is required to care for that person. Domestic sick leave forms part of an employee's total record of sick leave.

Procedure:

- If employees are sick or injured, they are expected to notify the Manager within 30 minutes of their normal starting time or as soon as practicable on the day of their illness or injury

- A medical certificate will be required in some circumstances. The number of days away from work (including weekends) before a medical certificate is required varies according to the employee's employment agreement.
- Employees are responsible for recording their own sick leave in the PayHero app
- Sick leave must be entered into PayHero by the employee on their return to work from sick leave
- In cases of long term or frequent short term absence, or where the GBWCT considers that an employee's performance may be impaired by a possible medical condition, the GBWCT may require an employee to undergo an examination by a registered medical practitioner, paid for by the Trust

7.0 Leave Without Pay

Eligibility:

Leave Without Pay may be granted:

- When the granting of leave will be of mutual benefit and interest to the GBWCT and the employee. Each application will be considered on its merits
- When there is a reasonable expectation that the employee will return to their position upon expiration of the leave
- If the employee's absence will not unreasonably interfere with the operational requirements of the GBWCT or relevant department
- If the employee's job can be kept open for the whole period of leave.

Procedure:

- Applications for Leave Without Pay must be made in writing to the Manager and must include a statement detailing the reason/s for the requested leave
- Approval of Leave Without Pay will be subject to the employee's agreement that all accrued annual leave (i.e. actual balance) will be used prior to their taking Leave Without Pay
- Any employee on a period of Leave Without Pay of more than six months must advise the Manager in writing six weeks before they are due to return to work whether or not they will be returning to work at the end of the leave period

Effect of Leave Without Pay:

- Employment – an employee may return to work before the expiration of the period of Leave Without Pay subject to the agreement of the Manager
- Annual Leave – an employee will not accrue annual leave during Leave Without Pay of longer than one week

- Sick Leave – employees are not entitled to paid sick leave during Leave Without Pay
- Public Holidays – employees are not entitled to receive payment for Public Holidays which fall within a period of Leave Without Pay
- Kiwisaver – the GBWCT’s contribution to an employee’s Kiwisaver scheme will cease during Leave Without Pay