



Leave Policy



"Services run smoothly when staff are on leave."

Intent

Staff/kaimahi are entitled and supported to take leave in accordance with their employment terms and the Holidays Act 2003.

Leave will be applied for in advance or, if this is not possible, at the first available opportunity. Annual leave must be approved before it is taken.

This policy does not apply to contractors.

Responsibilities

Management will decide applications for leave in a timely way and ensure appropriate cover arrangements are in place when necessary.

Employees/kaimahi will comply with the terms of their employment and this policy when applying for leave.

Requirements

Unpaid leave



An employee/kaimahi may request in writing and be granted a period of unpaid leave of absence at the discretion of management. Their request will be decided by considering:

- the reasons for the request
- resourcing operational requirements, and
- the workload of the employee seeking unpaid leave of absence.

Paid leave

A leave request form must be submitted for paid leave to management. Where possible, it should be submitted to management at least two weeks before the commencement date of the proposed leave.

Where the request relates to leave taken (ie., sick leave) or unexpected leave (eg., bereavement leave, family violence) it should be submitted within two working days of the employee's return to work.

Family violence leave

A request for family violence leave must be made and responded to in accordance with the [Family violence \(staff\)](#) policy.

Cash up 1 week leave

Employees who have worked for us for 12 months or more may request to cash out a maximum of one week of accrued annual leave per annum pursuant to the provisions of the Holidays Act 2003. A request to cash out annual leave should be made in writing and submitted to management for approval.

Time in lieu

Management and staff will agree to when time off in-lieu of overtime is taken.



Where possible, the time should be scheduled in advance and noted in the employee's shared work calendar. A record should be kept of time and dates when time-in-lieu is taken.

Compliance

NZS 8134: 2021, Workforce and Structure, Service Management 2.3

Social Sector Accreditation Standards, Level 2, Staffing 1.0

Helpful links

Flexible working

[Remuneration and hours](#)

[Working from home](#)

[Covid leave support scheme](#)

Review

Date: November 2020

Next review: October 2022