

Policy: Leave

1. Te Aronga / Purpose

This policy sets out He Pou a Rangi Climate Change Commission's (the Commission's) approach to leave, to provide staff with the leave they need to balance their work and personal life.

2. Ngā Whakatinanatanga / Application

This policy applies to all employees (permanent, fixed term, casual).

3. Tauki / Statement

The Commission is committed to supporting its staff to lead well-balanced lives and provides leave for a variety of purposes. All requests for leave will be considered.

4. Ngā Mātāpono / Principles

This policy is based on the following principles:

- The wellbeing of staff is a priority for the Commission. We provide leave for a variety of purposes, in accordance with the law and as set out in our employment agreements.
- The range of leave entitlements and options we provide enables staff to balance their personal commitments and the needs of life outside the workplace.
- Every case is different and applications for leave must be considered against business needs; we use a flexible, principles-based approach to consider and approve leave.
- Staff are encouraged to use their leave entitlements throughout their employment in order to maintain a healthy balance between work, recreation, family and other commitments.
- There are no barriers to staff accessing their leave entitlements under the Holidays Act 2003, including annual leave, sick leave, public holidays, domestic violence leave, bereavement leave, and parental leave.
- When staff are taking leave, they will not be expected to engage in work for the Commission.
- We will look for opportunities for staff to cover when others are taking leave.

5. Ngā Tokohanga / Responsibilities

Employees are responsible for:

- a) Understanding their leave entitlements as set out in their employment agreement and managing them through the year.
- b) Discussing their plans for leave of all types with their manager.
- c) Following this policy and process when applying for or taking leave.
- d) Planning for and taking annual leave so that their leave balance doesn't accrue above 20 days.
- e) Submitting all leave requests into Āwhina (our payroll system and self-service kiosk).
- f) Enabling out of office messages so that staff and external stakeholders know who to contact while away.
- g) Informing their manager that they will be absent from work and keeping them informed of their progress and likely return to work date.
- h) Having a discussion with their manager to determine whether a medical certificate or lodging a claim with ACC is required in situations involving sickness, caring for dependents, or an accident.

Managers are responsible for:

- a) Understanding the leave available to staff.
- b) Discussing leave with their team members to ensure they understand their leave entitlements and have a plan in place to take periods of leave on a regular basis.
- c) Approving, declining or withdrawing a request for leave using Āwhina.
- d) Managing leave balances and ensuring leave balances are accurately recorded throughout the year.
- e) Coordinating with the Project Directors to ensure that staff leave does not create delivery risk and managing the change in workload when staff take leave.
- f) Monitoring leave levels across their team as a whole.
- g) Seeking advice from the People and Culture team as appropriate to ensure correct application of policy and procedures.
- h) Requesting medical certificates from staff when appropriate.
- i) Understanding and following the Schedule of People and Culture Delegations within the Delegated Authorities Policy.

6. Hātepe / Process

We will consider all requests for leave. Let us know as early as you can before you want to be away from work.

To request leave, follow our *Procedure to request leave*.

To understand the types of leave available, see the *Leave Guidelines*.

Read your Employment agreement alongside this policy and guidelines so you understand your leave entitlements. If you need more information, ask your manager or contact your union or [Employment New Zealand](#).

7. Takahi ngā ture nei / Breach of this policy

If a staff member is believed to be in breach of this policy (e.g. has taken unapproved leave), the relevant manager will seek to discuss and resolve the problem with the staff member. If necessary, disciplinary action may be taken.

8. Ngā Ture Hononga / Related legislation and documents

This policy is guided by the following legislation and regulations:

- Holidays Act 2003
- Employment Relations Act 2000
- Parental leave and Employment Protection Act 1987
- Domestic Violence - Victims' Protection Act 2018
- Volunteers Employment Protection Act 1973

Related documents:

Procedures for Leave

- Delegated Authority Policy
- Schedule of People and Culture Delegations
- Flexible Working Policy
- Health, Safety and Wellbeing Policy
- Study and Assistance Policy

9. Whakaaetanga / Approval

Policy	Owner	Approval Authority	Date approved/Effective from	Minor Amendments Authority	Next Scheduled Review
Leave Policy Ref No: 19	Chief Financial Officer	Board	26 November 2024	Chief Executive	2027

Last Modified	What was Modified	Approval Date