

Aratoi Regional Trust – Leave Policy

Section: Human Resources
Approval Date: May 2023
Next Review Date: May 2025

Purpose

To provide a consistent understanding of Leave entitlements for ART staff.

Policy

1. Annual Holidays

Annual Holidays shall be allowed in accordance with the provisions of the Holidays Act 2003.

2. Public Holidays

Staff will be paid their relevant daily pay for a public holiday that falls on what would be an otherwise working day for them. They will be paid the number of hours that they would normally work on that day.

Should staff be required to work on a public holiday they shall be entitled to be paid for the time actually worked on a Public Holiday at the rate of time and a half of their relevant daily pay. If staff are required to work on any public holiday, that would normally be an otherwise working day, they will be allowed an alternative day off on full pay.

3. Sick Leave

Staff shall, after 6 months employment with ART, be entitled to Sick Leave. Sick Leave can be taken when a staff member is sick or when their spouse, or dependent, is sick or injured.

Sick Leave entitlements can be accumulated from year to year up to a maximum entitlement of 20 days.

Where staff have taken Sick Leave and have been absent from work for at least three consecutive calendar days, or if ART has reasonable cause to suspect that the Leave is not genuine, ART shall be entitled to require Staff to provide proof of entitlement to Sick Leave.

4. Bereavement Leave

Staff are entitled, after 6 months employment, to paid Bereavement Leave in relation to the death of their parent, grandparent, sibling, child, grandchild, spouse, or parent of their spouse. Staff are entitled to paid Bereavement Leave if ART considers they have suffered bereavement through the death of another person.

Family Violence Leave

Staff shall, after six months of continuous employment be entitled to Family Violence Leave if they are affected by family violence (regardless of how long ago the family violence occurred, and even if the family violence occurred before the person became an employee)

This leave cannot be accumulated.

5. Parental Leave

Staff shall be entitled to Parental Leave in accordance with the Parental Leave and Employment Protection Act 1987.

6. Unpaid Leave

Applications for Unpaid Leave will be given reasonable consideration by ART but shall be granted only at ART's sole discretion having regard to the requirements of ART's business and operations. Applications for Unpaid Leave will be considered in situations such as for compassionate reasons; to undertake a course of work-related study; or to gain additional work-related experience.

7. Jury Duty

Where Staff is called for jury duty, ART shall protect their position and will top-up payments made by the Ministry of Justice to their equivalent normal pay for days that would otherwise have been working days.

Audience

All Aratoi Board, staff and volunteers

Related procedures and Documents

Individual Employment Agreement
Holidays Act 2003
Museums Aotearoa Code of Ethics