

Types of Leaves in iPayroll/Kiosk

1. Annual Leave

- This is employee's normal holiday leave.
- Every employee earns at least 4 weeks of paid holiday after 12 months of work.
- An employee can take this leave for rest, travel, or personal time.

2. Alternative Holiday

- If an employee works on a public holiday (and it was a normal working day for you), you earn an extra day off.
- An employee can use this extra day later, just like annual leave.

3. Bereavement Leave

- Paid leave when a family member or close person passes away.
- Usually 3 days for close family, or 1 day for others depending on the situation.

4. Family Violence

- This is available if you or a child living with you experiences family violence.
- Up to 10 days a year are granted.
- As this is a very sensitive leave type you only be required to discuss an application for this leave with your immediate supervisor. Your supervisor will contact the Diocesan Manager who will arrange the leave with the Paymaster.
- For manager/supervisors please respect your people's privacy on this matter.

5. Leave in Lieu of Overtime (TOIL)

- Instead of being paid extra for overtime hours, an employee can take time off later.
- For example, if an employee worked extra hours, he/she may get a full or half day off depending on what was agreed.

6. Leave Without Pay (LWOP)

- Unpaid time off work, usually approved by the employer.
- Often taken if an employee doesn't have leave balance left but still needs time off (e.g., personal reasons).
- Doesn't reduce annual leave balance but also has no pay for those days.

7. Public Holiday (Not Worked)

- If a public holiday falls on usual workday and an employee doesn't work, he/she still gets paid for the day.
- Example: Christmas Day or Waitangi Day when you don't work but it's your normal workday.

8. Sick Leave

- Paid time off when an employee is unwell or needs to care for a sick dependent.
- Employees are entitled to 10 paid sick days per year after 6 months of continuous work. This can accumulate up to 20 Days.

9. Sick Leave Without Pay

- If sick leave balance is used up, extra sick days can still be taken but unpaid.

10. Study / Sabbatical Leave

- Special leave agreed between employer and employee for study, training, or extended break.
- This is usually unpaid, unless there is an organization's policy to pay for it.

11. Credit for Overtime in Lieu (TOIL)

- When an employee works overtime, instead of being paid cash, employee's extra hours worked are stored as "credit."
- An employee can later use this credit to take paid time off.
- Like Leave in Lieu but specifically recorded as credits in the payroll system.

Quick Reference – Types of Leave			
Leave Type	What it Means	Paid / Unpaid	When to Apply
Annual Leave	Paid holiday leave earned each year (4 weeks).	Paid	Before
Alternative Holiday	Day off given later if an employee works on a public holiday only.	Paid	Before
Bereavement Leave	Time off when a close family member passes away (3 days) or 1 day for others.	Paid	At Time/After
Family Violence	If you or a child who lives with you experiences Family Violence	Paid	At Time/After
Leave in Lieu of Overtime (TOIL)	Time off instead of extra pay for extra time hours worked.	Paid	Before
Leave Without Pay (LWOP)	Unpaid time off from work, usually approved by the employer.	Unpaid	Before
Public Holiday (Not Worked)	Paid day off if a public holiday falls on an employee's normal working day.	Paid	At Time/After
Sick Leave	Time off when unwell or caring for a dependent. 10 days per year.	Paid	At Time/After
Sick Leave Without Pay (SLWOP)	Extra sick days after balance is used up.	Unpaid	At Time/After
Study / Sabbatical Leave	Special leave for study, training, or a break (company policy dependent).	Paid	Before
Credit for Overtime in Lieu (TOIL)	Extra time recorded as leave credits, which can later be taken as paid time off.	Paid	Before

Legend

Everyone has access to this leave if they have a balance available (Must still be approved)

Employers can grant this leave, but it is not a right (Must still be approved)
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Employees are only entitled to this leave if it is in their contract (Must still be approved)
