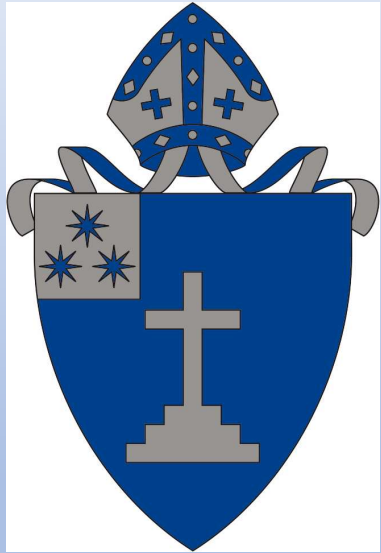




Module 2

Types of Leave

We Will Look At



- Why we need to discuss types of leave
- Leave types
- Leave with most confusion
- Communication important

Why the need?



- Statutory and contractual frameworks
- Not well understood by most
- Causes significant confusion & stress
- Causes processing difficulties

Types of Leave 1

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)

Employees are only entitled to this leave if it is in their contract (Must still be approved)

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 Everyone
Alternative Holiday	Day off given later if an employee works on a public holiday only.	Paid	Before Everyone
Bereavement Leave	Time off when a close family member passes away (3 days) or 1 day for others.	Paid	At Time/After Everyone
Family Violence	If you or a child who lives with you experiences Family Violence	Paid	At Time/After Everyone
Leave in Lieu of Overtime (TOIL)	Time off instead of extra pay for extra time hours worked.	Paid	Before Contract
Leave Without Pay (LWOP)	Unpaid time off from work, usually approved by the employer.	Unpaid	Before Not a right

Types of Leave 2

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)

Employees are only entitled to this leave if it is in their contract (Must still be approved)

Leave Type	What it Means	Paid / Unpaid	When to Apply
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

Communication early is important



- In your Kiosk you can apply for leave at any time
- Do it early
- Talk to your supervisor or a Paymaster if unclear
- Leave may not be possible (e.g. Paymasters)

Top Two Confused Leaves Types



- **TOIL** only available to some people
- TOIL not paid out at end of employment
- Limits on amount to be accrued and time to use it
- **Alternative day** only occurs if you work a Public Holiday
- See Diocese of Nelson TOIL and Alternative Holidays Policy

Who Can Help - the Paymasters



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Guides Available On Website



www.nelsonanglican.nz/documents

Under iPayroll

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SYNOD



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Any Questions?

