



2 AUG 2019

Tēnā koe

Official Information Act request

Thank you for your information request dated 24 July 2019. You asked for the following information:

"I would like to make an OIA request related to Leave Entitlement by leave type for the last year or the latest year available. If you could please provide the following: How many days of each leave type do you provide your employees? (AL, Sick, Any special leave etc.). Can staff purchase additional leave? If yes, how many days? Do you offer extra days (council days etc.) as a compensation for Christmas shutdown period? If yes, how many days?"

Please find below my answers to your questions.

- Te Puni Kōkiri employees are entitled to 20 days of Annual Leave per year.
- Employees are entitled to 10 days paid Sick Leave for each of the first two years of employment. After the two year qualifying period, employees are entitled to 15 days in each subsequent year.
- Employees are entitled to 10 days Long Service Leave after ten years of continuous service. Thereafter, employees are entitled to five days Long Service Leave after every five years of continuous service.
- ~~Employees who have completed five years uninterrupted service will be entitled to two additional days of paid Work/Life Balance Leave each year.~~
- Te Puni Kōkiri does not have a practice of allowing staff to purchase extra leave.
- The Chief Executive nominates three days per annum as Ministry Leave. These are normally between Christmas and the New Year. Te Puni Kōkiri does not offer any extra days as compensation for the Christmas shutdown period.

I trust my response satisfies your request.

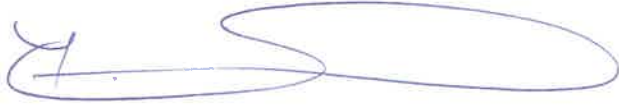
You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that Te Puni Kōkiri publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.



If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact Madeline Smith, Senior Advisor, Ministerials and Business Support via smitm@tpk.govt.nz.

Ngā mihi

A handwritten signature in blue ink, consisting of a stylized 'F' followed by a long, horizontal, wavy line that loops back to the left.

Fiona McBeath
Manahautū Tuarua Te Puni Tautoko | Deputy Chief Executive, Organisational Support

