

27 May 2019

[REDACTED]

E-mail: [REDACTED]

Dear [REDACTED]

#### Official Information Act (1982) Request

I write in response to your Official Information Act request, dated 29 April 2019. You requested the following information:

- 1) **All correspondence internal to the DHB (not correspondence from the DHB to the union, but correspondence between individuals or departments within the DHB) that discussed paying for sick leave and paid bereavement leave for casual HCAs and nurses, or internal bureau HCAs and nurses, and not paying for sick and bereavement leave for casual HCAs and nurses, or internal bureau HCAs and nurses.**
  - a. *This includes meeting notes and emails and any other notes of telephone conversations etc.*
- 2) **We would specifically like a copy of the information sent from the DHB, possibly HR, to the casual/ bureau manager or duty managers, which sets out the parameters within which sick leave will be paid, or not.**

Your request did not specify a timeframe or any key personnel specifically involved in production of information/ correspondence related to this matter. CM Health is a large employer, with over 7,000 employees, and a significant number of people are employed by us on a casual basis. It is not feasible for us to search all files and emails / meeting records for correspondence on this topic over our entire organisation for an unspecified timeframe.

We have therefore interpreted your request for 'all correspondence' to relate that between the service responsible for the internal bureau Nursing and HealthCare Assistant (HCA) staff (being Middlemore Central) at CM Health, and the Human Resources Service. We have requested they provide any documents/ internal communications related to questions on Internal Bureau Nursing/ HCA sick/ bereavement leave.

When you have reviewed the material provided here, please advise us (via [OIA.Request@middlemore.co.nz](mailto:OIA.Request@middlemore.co.nz)), if you wish to further amend your request to provide us with more specific (dates, named individuals, subject) search parameters. CMDHB will consider your further request for information, should you have information that suggests we hold other information that was not found by this extensive search process.

The information found includes emails sent by the Human Resources service to Middlemore Central and to other operational managers and employees since 2011. These demonstrate that there has been consistent reference to the Holiday’s Act (2003) requirements provided in response to requests for advice on leave entitlements. The Human Resources service is also responsible for developing and maintaining a CM Health specific Guide for Managers on Casual Employees, and the DHB Leave Policy.

We are not able to identify a document that represents “a copy of information sent from the DHB, possibly HR, to the casual/ bureau manager or duty managers, which sets out the parameters within which sick leave will be paid, or not”. We believe the email sent 10 October 2018 by Human Resources to Managers with large numbers of casual employees (including Middlemore Central, Non-Clinical Support, Interpreters) to be the closest match to this element of your request.

We are providing copies of the material found (**attached**), as per the table below. We have grouped the information into four appendices.

Within this material, we note some redactions of information (details of grounds used are included within the attachments) – including:

- Withholding the names and direct contact details of CM Health employees involved in the email exchanges. We have redacted employee names, but retained employer details and added notes of the job titles of those engaged in each email exchange. We do this under *section 9(2)(a)* – Privacy of natural persons, of the Act.
- Content that constitutes legal advice. We do this under *section 9(h)* - to maintain legal professional privilege, of the Act.
- Content that is outside of the scope of the request, as defined to be ‘sick and bereavement leave entitlements for Internal Bureau Nursing/ HCA casual employees have also been withheld.
- Details and terms related to any individual employment arrangements, and identifiable details. We do this under *section 9(2)(a)* – Privacy of natural persons, of the Act.

Date	Topic
<b>Appendix One: (material linked to specific matters for Middlemore Central)</b>	
10 October 18	Human Resources to Managers (Middlemore Central, Non Clinical Support, Interpreters) - Advice/ Reminder for services with large number of Casual employees - regards Holiday’s Act requirements and entitlements. – <i>Section 9(2)(a)</i>
09 October 18	Human Resources – HR preparation of advice for message to remind to services (above) – <i>includes Redaction section 9(2)(h)</i>
09 October 18	Middlemore Central – advice to human resources on bureau allocations process – <i>Section 9(2)(a)</i>
09 October 18	Middlemore Central – flagging NZNO post on the CM Health NZNO FaceBook page regards Casual Sick leave claims – <i>Section 9(2)(a)</i>
<b>Appendix Two: (copies of emails containing advice to ‘ad-hoc queries’ provided by HR to other staff)</b>	
21/03/2019	Human Resources – advice to employee (Physio -AAH) – <i>Section 9(2)(a)</i>
02/09/2018	Human Resources – advice to Payroll (sick leave transfer) – <i>Section 9(2)(a)</i>
07/03/2017	Human Resources – advice to Manager (casuals) – <i>Section 9(2)(a)</i>

	Date	Topic
	<b>01/12/2016</b>	Human Resources – advice to Manager (OT -AAH) – <i>Section 9(2)(a)</i>
	<b>22/04/2016</b>	Human Resources – advice to Manager (Mental Health) – <i>Section 9(2)(a)</i>
<b>Appendix Three: (prior work on Holiday’s Act and casual employees)</b>		
	<b>03/11/2015</b>	HR Team discussion on interpretations from prior ad-hoc queries Also notes: HR Advice to Middlemore Central on bereavement leave for casuals – <i>Section 9(2)(a)</i>
	<b>07/02/2011</b>	Joint CMDHB/ WDHB meetings to agree wording for Business rules for bureau to be included in Orientation/ Induction of casual employees. – <i>Section 9(2)(a)</i> <i>Includes Redaction – out of scope of request</i>
<b>Appendix Four: (Formal guidance resources on leave, Holiday’s Act, Casual employees for managers)</b>		
	<b>Last update August 2018</b>	<b>Guide for Managers – Casual Staff – available on Intranet Paanui – MyHR portal</b>
	<b>Last review July 2018</b>	<b>Leave Policy – all CM Health employees</b>

We are satisfied that the material withheld, and the grounds applied to this outweigh the public interest in those specific details, and that the scope of the request is sufficiently met by material released.

We note that there is also information and guidance available on the CM Health staff intranet (Paanui), and the MyHR Portal for all employees and managers, related to the CMDHB Leave Policy, sick leave entitlements, the Holiday’s Act (2003), current MECA entitlements, and the leave claim processes. We provide organisation-wide training and support for all People Leaders, which addresses operational matters such leave management, and regulatory requirements. This includes written material, workshops and advice from Human Resource’s Business Partners.

I trust this information satisfactorily answers your query. If you are not satisfied with this response you are entitled to seek a review of the response by the Ombudsman under section 28(3) of the Official Information Act.

Please note that this response or an edited version of this may be published on the Counties Manukau DHB website.

Yours sincerely,



Fepulea’i Margie Apa  
**Chief Executive**

**From:** [REDACTED] (CMDHB) Human Resources  
**Sent:** Tuesday, 30 April 2019 09:18 OIA request  
**To:** [REDACTED] (CMDHB) Human Resources  
**Subject:** FW: IMPORTANT - Sick Leave and Bereavement Leave requirements for Casual employees  
**Advice to CMDHB Managers with large Casual Employee numbers of staff**

**From:** [REDACTED] (CMDHB)" [REDACTED] Human Resources  
**Date:** 10 October 2018 14:03:25 NZDT  
**To:** [REDACTED] (CMDHB)" [REDACTED], [REDACTED] (CMDHB)"  
[REDACTED] (CMDHB)" [REDACTED] (CMDHB)" [REDACTED]  
[REDACTED] (CMDHB)" [REDACTED] (CMDHB)"  
[REDACTED] (CMDHB)" [REDACTED]  
**Cc:** [REDACTED] (CMDHB)" [REDACTED]  
**Subject:** IMPORTANT - Sick Leave and Bereavement Leave requirements for Casual employees

Hi all, it is essential that we comply with the Holidays Act regarding leave entitlements for casual staff. The Holidays Act requires that all employees are paid sick leave and bereavement leave, if they meet the following criteria and if the day would otherwise be a working day for the employee, i.e. the employee has agreed to work on that day but fell sick or had a bereavement as follows:

Sick Leave: They are entitled to 5 days sick leave after 6 months if they have worked for CMH:

- o an average of 10 hours per week, and
- o at least one hour in every week or 40 hours in every month.

For each 12-month period after meeting the above, each employee gets at least five days' sick leave. If in any year the employee doesn't meet the criteria, then they don't get any new sick leave entitlement, but can use their sick leave balance which may have carried over. An employee may re-qualify for sick leave as soon as they meet the criteria and can accumulate up to 20 sick days.

Bereavement Leave: Each employee gets bereavement leave for a minimum of: three days per death if a spouse or partner, parent, child, sibling, grandparent, grandchild, or spouse or partner's parent dies. one day on the death of another person if their employer accepts they've had a bereavement.

Sick and bereavement leave is paid if it is believed that they are genuinely sick or injured (or they are looking after a person who depends on them for care who is sick or injured), and they have provided "proof" if it is asked for as soon as possible after they notify you or the person in charge (e.g. medical certificate, funeral service sheet etc). Please contact me if you need more information about "proof" and when it should be asked for.

I will also send out a separate email regarding public holidays and when casuals are entitled to an "alternative holiday" if they work on a public holiday. I am currently clarifying a few queries about this with Payroll.

Fyi, here is the link to the "Casual employees – manager's guide" on myHR/myPeople on Paanui:  
<https://cmhealth.hanz.health.nz/myPeople/Recruitment/Pages/Casual-Employees.aspx>.

Please ensure you comply with the Holidays Act requirements from now on, if it is not happening already. Let me know if you have any queries. I am happy to hold a Q&A session for the group and/or discuss it further with you individually if you wish.

Regards

[REDACTED]

HR Business Partner  
Human Resources Team

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[REDACTED]  
[REDACTED]

Middlemore Hospital | Human Resources, Building 38, Western Campus  
[countiesmanukau.health.nz](http://countiesmanukau.health.nz)

*Please consider the environment before printing this email.*

We've improved the way you access HR information on Paanui.

- If you're looking for an answer to a straightforward HR query, go to [myHR](#) on the front page of Paanui - all forms and information you need are there
- If you're a manager with an HR issue, [myPeople](#) will answer most of your queries – there is a link on the front page of myHR.
- You can also call the HR Help Desk on ext 56853.

If you need a quick response to your HR questions, please use the contact form on the right hand side of every page of myHR and myPeople.

Released under Official Information Act OIA 29042019 - Majavu

**From:** [REDACTED] (CMDHB) [Human Resources](#)  
**Sent:** Tuesday, 30 April 2019 09:46 [OIA request](#)  
**To:** [REDACTED] (CMDHB) [Human Resource](#)  
**Subject:** FW: Sick Leave entitlements under Holiday Act

**From:** [REDACTED] (CMDHB) [Human Resources](#)  
**Sent:** Tuesday, 09 October 2018 4:51 p.m.  
**To:** [REDACTED] (CMDHB) [Human Resources](#)  
**Subject:** RE: Sick Leave entitlements under Holiday Act

[REDACTED]

All casuals including orderlies, cleaners, bureau and interpreters are entitled to:

- a. Sick Leave / Bereavement Leave if they meet the s63 of the Holidays Act 2003 requirements – 10 hrs pw over 6 mths etc and the day “would otherwise be a working day for the employee - i.e. the employee has agreed to work the day but fell sick.
- b. Public holidays - [REDACTED]  
[REDACTED] [Section 9\(2\)\(h\) - legal advice and out of scope of request](#)

Could you ensure all of your services are following this practice and making sure casuals get this entitlement.

It does not matter if there is a contract or anything else saying that they are not entitled to this.

[REDACTED]

Released under Official Information Act OIA 290/2019 - Majavu

**From:** [REDACTED] (CMDHB) [Human Resources](#)  
**Sent:** Tuesday, 09 October 2018 15:55  
**To:** [REDACTED] (CMDHB) [Human Resources](#)  
**Subject:** FW: Sick Leave entitlements under Holiday Act

[REDACTED] below are [REDACTED] comments about sick leave for the casual staff so may not be too much of an issue.

Regards

[REDACTED] [Human Resources](#)

**From:** [REDACTED] (CMDHB) [Middlemore Central](#)  
**Sent:** Tuesday, 09 October 2018 2:48 p.m.  
**To:** [REDACTED] (CMDHB) [Human Resources](#)  
**Subject:** RE: Sick Leave entitlements under Holiday Act

Since we were talking about this end of last week ... did you have an inkling

[REDACTED]

remember that the majority of staffing is sorted a few hours before the start of the shift so if they were sick they were unavailable.

Those that are prebooked into shifts for several weeks do get paid

**From:** [REDACTED] (CMDHB) [Human Resources](#)  
**Sent:** Tuesday, 09 October 2018 1:28 p.m.  
**To:** [REDACTED] (CMDHB) [Middlemore Central](#)  
**Cc:** [REDACTED] (CMDHB)  
**Subject:** Sick Leave entitlements under Holiday Act

[REDACTED] below is the minimum requirement regarding sick leave under the Holidays Act:

All employees are entitled to 5 days sick leave if:

- they have six months' current continuous employment with the same employer, or
- they have worked for the employer for six months for:
  - an average of 10 hours per week, and
  - at least one hour in every week or 40 hours in every month.

For each 12-month period after meeting the above, each employee gets at least five days' sick leave. If in any year the employee doesn't meet the criteria, then they don't get any new sick leave entitlement, but can use their sick leave balance which may have carried over. An employee may re-qualify for sick leave as soon as they meet the criteria.

Sick leave entitlements are not pro-rated in any way. For example, even if a part-time employee only works three days a week, they still get five days' sick leave a year and can accumulate up to 20 sick days a year.

Regards

[REDACTED]  
HR Business Partner  
Human Resources Team

[REDACTED]  
Middlemore Hospital | Human Resources, Building 38, Western Campus  
[countiesmanukau.health.nz](http://countiesmanukau.health.nz)

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If you need a quick response to your HR questions, please use the contact form on the right hand side of every page of myHR and myPeople.

Released under Official Information Act OIA 29042019 - Ma�ayū



[REDACTED] OIA Coordinator

**From:** [REDACTED] (CMDHB) [Human Resources](#)  
**Sent:** Tuesday, 09 October 2018 13:00  
**To:** [REDACTED] (CMDHB) [Human Resources](#)  
**Subject:** FW: NZNO Casual Bureau

[REDACTED] is concerned about the post below on CMH's FB page from the NZNO regarding casuals and sick leave. Can we please talk about it.

Regards

[REDACTED]  
HR Business Partner  
Human Resources Team

---

[REDACTED]  
Middlemore Hospital | Human Resources, Building 38, Western Campus  
[countiesmanukau.health.nz](http://countiesmanukau.health.nz)

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**From:** [REDACTED] (CMDHB) [Middlemore Central](#)  
**Sent:** Tuesday, 09 October 2018 12:55 p.m.  
**To:** [REDACTED] (CMDHB) [REDACTED] (CMDHB) [Human Resources](#)  
**Subject:** FW: NZNO Casual Bureau

This is on the CMH / NZNO Facebook page and has the potential to impact greatly with our Bureau staff.

[REDACTED]

**From:** [REDACTED] (CMDHB) [Middlemore Central](#)  
**Sent:** Tuesday, 09 October 2018 12:54 p.m.  
**To:** [REDACTED] (CMDHB) [Middlemore Central](#)  
**Cc:** [REDACTED] (CMDHB)  
**Subject:** NZNO Casual Bureau

Like Comment Share



Anna K. Majavu CMDHB  
NZNO page

23 mins ·

CASUAL or BUREAU staff at Counties  
Manukau DHB:

Please come to the meeting on Monday  
15 October at Middlemore Hospital at  
2pm. Will advise you of the venue once it  
is booked. We want to progress a wage  
claim for all the casuals who have worked  
more than 10 hours per month for longer  
than 6 months and have never been  
given any paid sick leave. Sadly, there  
are "casuals" who have worked 40 hours  
a week for years and never been given  
paid sick leave. Contact me on  
anna.majavu@nzno.org.nz if you cannot  
come to the meeting but want the union  
to take up your case.

2



[Redacted]  
Bureau Manager | Middlemore Central

[Redacted]  
Middlemore Hospital | 100 Hospital Road, Otahuhu | Private Bag 93311 Otahuhu, Auckland 1640  
[countiesmanukau.health.nz](http://countiesmanukau.health.nz) | COUNTIES MANUKAU DISTRICT HEALTH BOARD



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[REDACTED] OIA Coordinator

**From:** [REDACTED] (CMDHB) [Human Resources](#)  
**Sent:** Tuesday, 09 October 2018 17:09  
**To:** [REDACTED] (CMDHB) [Human Resources](#)  
**Subject:** RE: NZNO Casual Bureau

Hi

Let's talk tomorrow – why would someone in partnership with us do that. Can you draft a formal letter to her asking for an explanation in light of the MOOD document requirements. Thanks

[REDACTED]  
Director | Human Resources

T: 09 276 0000 Ext: 6889 | [REDACTED]

[REDACTED]  
Middlemore Hospital | 100 Hospital Road, Otahuhu | Private Bag 93311 Otahuhu, Auckland 1640  
[countiesmanukau.health.nz](http://countiesmanukau.health.nz) | COUNTIES MANUKAU DISTRICT HEALTH BOARD

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If you need a quick response to your HR questions, please use the contact form on the right hand side of every page of myHR and myPeople.

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A better way to work

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**From:** [REDACTED] (CMDHB) [Human Resources](#)  
**Sent:** Tuesday, 09 October 2018 12:57 p.m.  
**To:** [REDACTED] (CMDHB) [Human Resources](#)  
**Subject:** FW: NZNO Casual Bureau

Looks like NZNO is considering historical sick leave claims. Could we discuss when you are free.

**From:** [REDACTED] (CMDHB) [Middlemore Central](#)  
**Sent:** Tuesday, 09 October 2018 12:55 p.m.  
**To:** [REDACTED] (CMDHB); [REDACTED] (CMDHB) [Human Resources](#)  
**Subject:** FW: NZNO Casual Bureau

This is on the CMH / NZNO Facebook page and has the potential to impact greatly with our Bureau staff.

[REDACTED]  
**From:** [REDACTED] (CMDHB) [Middlemore Central](#)  
**Sent:** Tuesday, 09 October 2018 12:54 p.m.  
**To:** [REDACTED] (CMDHB) [Middlemore Central](#)  
**Cc:** [REDACTED] (CMDHB)  
**Subject:** NZNO Casual Bureau

Like Comment Share



Anna K. Majavu ▶ CMDHB

NZNO page

23 mins ·

CASUAL or BUREAU staff at Counties Manukau DHB:

Please come to the meeting on Monday 15 October at Middlemore Hospital at 2pm. Will advise you of the venue once it is booked. We want to progress a wage claim for all the casuals who have worked more than 10 hours per month for longer than 6 months and have never been given any paid sick leave. Sadly, there are "casuals" who have worked 40 hours a week for years and never been given paid sick leave. Contact me on [anna.majavu@nzno.org.nz](mailto:anna.majavu@nzno.org.nz) if you cannot come to the meeting but want the union to take up your case.

2



Bureau Manager | Middlemore Central

Middlemore Hospital | 100 Hospital Road, Otahuhu | Private Bag 93311 Otahuhu, Auckland 1640  
[countiesmanukau.health.nz](http://countiesmanukau.health.nz) | COUNTIES MANUKAU DISTRICT HEALTH BOARD



Kind Excellent Valuing everyone Together  
At work and together

**From:** [REDACTED] (CMDHB) Human Resources  
**Sent:** Thursday, 21 March 2019 10:21  
**To:** [REDACTED] CMDHB Staff  
**Subject:** RE: Pay rate enquiry

Hi [REDACTED]  
It looks like you have been set up as multi-jobbed – and you are being paid the same base salary rate for all work, but get additional pay in lieu of accruing annual leave for work done in the casual role.  
After six months casual staff who have meet the criteria in law (working average of 40 hours per month for 6 months) are entitled to sick leave if they have been asked to work, and committed to attend and then fall sick.  
Cheers  
[REDACTED]

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Released under Official Information Act OIA 29042019 - Majavu

**From:** [REDACTED]  
**Sent:** Thursday, 21 March 2019 9:23 a.m.  
**To:** [REDACTED] (CMDHB)  
**Subject:** Pay rate enquiry

Hi [REDACTED]

I am emailing to enquire about my current pay rate doing temporary increased hours.

[REDACTED]  
[REDACTED]

I am permanently employed as 0.3 FTE [REDACTED] (AAH) but have been working 0.5FTE as temporary fixed term hours from Sept til 1<sup>st</sup> March. This is the temporary increase of 0.2FTE. Currently I am doing "extra hours" as my temporary hours have finished and I am filling out a time sheet each week.

Whilst I am doing temporary 0.2 FTE hours (in addition to my permanent 0.3FTE);  
Am I still accumulating annual leave?  
Am I entitled to any sick leave or study leave?  
Does my pay rate stay the same or go up to casual rates?

Sorry to bombard you with Qs but I am getting a bit confused with my various FTE roles!

Cheers,

Kind Regards

[REDACTED]  
[REDACTED] Acute Allied Health (Wednesday, Thursday & Friday)  
[REDACTED]  
Middlemore Hospital, Private Bag 93311, Otahuhu, Auckland 1640  
[www.cmdhb.org.nz](http://www.cmdhb.org.nz)

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At work together

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(CMDHB) OIA Coordinator

**From:** (CMDHB) Human Resources  
**Sent:** Wednesday, 12 September 2018 13:13  
**To:** ask.HR(CMDHB); (healthAlliance) Payroll Human Resources  
**Cc:** (healthAlliance) Payroll  
**Subject:** RE: CMDHB Staff

Good job – well done !!

- can you implement this?

Cheers

**From:** On Behalf Of ask.HR(CMDHB) Human Resources  
**Sent:** Wednesday, 12 September 2018 12:47 p.m.  
**To:** (CMDHB) Human Resources  
**Subject:** RE: CMDHB Staff

Hi

Thanks for sharing, just a quick question. It was my understanding under the holidays act employees could accumulate up to 20 days sick leave. So why is it that can only bring over 5 of his 7.6 accumulated?

HR Operations/Recruitment Centre

T: Middlemore Hospital | 100 Hospital Road, Otahuhu | Private Bag 93311 Otahuhu, Auckland 1640  
[countiesmanukau.health.nz](http://countiesmanukau.health.nz) | COUNTIES MANUKAU DISTRICT HEALTH BOARD

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**From:** (CMDHB) Human Resources  
**Sent:** Tuesday, 11 September 2018 3:43 p.m.  
**To:** (healthAlliance)  
**Cc:** Human Resources (CMDHB)  
**Subject:** CMDHB staff

Hi

Staff who are casual are still entitled to sick leave under the Holiday's Act.

They are entitled to 5 days per annum, as long as they work reasonably regularly for 6 months.

Since has been part-time would meet the legal entitlement to sick leave under the Act of 5 days per annum, so should be able to transfer 5 days, and in future would be entitled to sick leave as long as he continues to meet the service requirements.

Cheers



**From:** [REDACTED] (healthAlliance)  
**Sent:** Tuesday, 11 September 2018 2:41 p.m.  
**To:** [REDACTED] (CMDHB) [Human Resources](#)  
**Subject:** [REDACTED] [CMDHB Staff](#)

Hi [REDACTED]

[REDACTED] held part Time position as [REDACTED] until 19/08/2018 and changed to a casual position as [REDACTED] from 20/8/2018. [REDACTED] has sick leave balance of 7.60 days from [REDACTED] part time position.

[REDACTED] is inquiring whether [REDACTED] could transfer [REDACTED] sick leave balance from part time position to current casual employment.

We would appreciate if you could advise us regarding this leave transfer.

Thanks.

Kind Regards

[REDACTED]

healthAlliance  
Connect Business Park  
581 Great South Road Penrose, Auckland  
[www.healthalliance.co.nz](http://www.healthalliance.co.nz)  
*Right behind better healthcare*

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[REDACTED] (CMDHB) OIA Coordinator

**From:** [REDACTED] (CMDHB) Human Resources  
**Sent:** Tuesday, 07 March 2017 16:38  
**To:** [REDACTED] CMDHB Manager  
**Subject:** RE: one question

Hi [REDACTED]

Casual employees who have been working regularly (average 10 hours per week for 6 months) are entitled to sick leave, if they have been booked to work a shift and then call in sick.

Cheers  
[REDACTED]

Section 63 of the Act sets out when employees will become entitled to sick and bereavement leave. In order to qualify, an employee must have completed:

- six months' current continuous employment, or
- a period of six months in which the employee has averaged 10 hours of work a week and has worked at least one hour in every week, or 40 hours in every month, during the period

Once an employee has qualified, he or she continues to be entitled to sick and bereavement leave as long as the above criteria continue to be met. A new entitlement is gained every 12 months, starting at the end of the six-month qualifying period. Thus, the first entitlement is earned at six months, the next entitlement at 18 months, and so on.

[REDACTED]  
Human Resource Manager -Kidz First & Women's Health, ARHOP, Mental Health, Localities; Ko Awatea | Human Resources

[REDACTED]  
[REDACTED]  
Building 38, Western Campus, Middlemore  
countiesmanukau.health.nz | COUNTIES MANUKAU DISTRICT HEALTH BOARD

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**From:** [REDACTED] CMDHB Manager  
**Sent:** Tuesday, 07 March 2017 2:46 p.m.  
**To:** [REDACTED] (CMDHB) Human resources  
**Subject:** one question

Hi [REDACTED]

My team asked a question regarding casual employees today. I think I know the answer but just need clarification. They asked if a casual employee was entitled to sick leave.

I thought not, then they said what if it was on a day they were rostered to work? I still thought not...is that correct?

[REDACTED]

[REDACTED]

Service Development Manager | Community Central

[REDACTED]

[REDACTED]

Counties Manukau Health | Board Office | 19 Lambie Drive, Manukau | Private Bag 94052 Manukau 2241

[www.countiesmanukau.health.nz](http://www.countiesmanukau.health.nz)

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[REDACTED] (CMDHB) OIA Coordinator

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**From:** [REDACTED] (CMDHB) Human Resources  
**Sent:** Thursday, 01 December 2016 09:03  
**To:** [REDACTED] CMDHB Manager  
**Subject:** Re: Sick leave for casual staff

[REDACTED] if she has been working for more than 6 months for 10 hours or more per week then she would be entitled to sick leave for a scheduled shift. Cheers [REDACTED]

Sent from my iPhone

On 30/11/2016, at 10:28 PM, [REDACTED] (CMDHB) [REDACTED] wrote:

Hi [REDACTED]

Just a quick query. We have started an OT casual pool which has been working very well. In the case we have at the moment the person we have employed has been working for block periods of time in different areas that is planned in advance.

The person was sick last week on a day where we had her rostered on. My assumption was that we don't pay sick leave for casual staff, even if they were rostered for a duty. Is this correct?

Ian

[REDACTED]  
[REDACTED] | Allied Health and Health of Older People

---

Middlemore Hospital | 100 Hospital Road, Otahuhu | Private Bag 93311 Otahuhu, Auckland 1640

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<image001.png>

*Please consider the environment before printing this email.*

Released under Official Information Act (OIA 2904/2019 - Majavu)

[REDACTED] (CMDHB)

**From:** [REDACTED] (CMDHB) [Human Resources](#)  
**Sent:** Friday, 22 April 2016 09:18  
**To:** [REDACTED] [CMDHB Manager](#)  
**Subject:** RE: Query re: casual contract

Hi [REDACTED]

Since she has just started it will be unpaid sick leave. If she works regularly, she may become entitled to paid sick leave.

The Holidays Act provides that casuals can be entitled to paid sick leave after 6 months of reasonably regular work (the law specifies this as being an average of 10 hours per week, and either work every week, or 40 hours every month).

Once they have worked regularly for 6 months, they can be entitled to up to 5 days sick leave in a year and to have paid sick leave it has to be on a day that they were scheduled to work.

Cheers

[REDACTED]  
[REDACTED]  
Human Resource Manager -Kidz First & Women's Health, ARHOP, Mental Health, Localities; Ko Awatea | Human Resources

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
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*Please consider the environment before printing this email.*

**From:** [REDACTED] [CMDHB Manager](#)  
**Sent:** Friday, 22 April 2016 8:23 a.m.  
**To:** [REDACTED] (CMDHB) [Human Resources](#)  
**Subject:** Query re: casual contract

Hi [REDACTED]

[REDACTED] is on leave,

Are you able to help with my query, we now have casuals here at Tiaho Mai so this is new to me. If a casual calls in sick on a day she was scheduled for training, do I load this as sick leave; she started employment with CMDHB 2 weeks, so I'm not sure how sick leave is allocated to casuals.

Regards

[REDACTED]  
Admin Team Leader | Mental Health Inpatient Services

[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** ██████████ (CMDHB) [Human Resources](#)  
**Sent:** Tuesday, 03 November 2015 09:17  
**To:** ██████████ (CMDHB); ██████████ (CMDHB); ██████████ (CMDHB); ██████████ (CMDHB) [Human Resources](#)  
**Subject:** RE: Casual sick and bereavement leave entitlements

Hi there

Can we have a short discussion about this at HR Ops and then perhaps have this as an advice item on the newsletter once we all agree.

Cheers

██████████  
**From:** ██████████ (CMDHB) [Human Resources](#)  
**Sent:** Tuesday, 03 November 2015 8:06 a.m.  
**To:** ██████████ (CMDHB); ██████████ (CMDHB); ██████████ (CMDHB); ██████████ (CMDHB) [Human Resources](#)  
**Subject:** Casual sick and bereavement leave entitlements

Hi team!

I'm getting a number of queries around sick leave and bereavement leave for casual staff which I've been dealing with on an ad hoc basis. However after speaking with ██████████ (Bureau Coordinator) it appears the Holidays Act is not consistently (or at all) applied to casual staff and this may be opening up a can of worms in that we may be looking at retrospectively back paying casual staff who have not previously received sick or bereavement leave yet been entitled to it under the Act:

#### Qualifying for bereavement leave

All employees are entitled to paid bereavement leave after completing six months of continuous employment with their employer.

The Holidays Act also provides bereavement leave entitlements after six months to employees, including casual employees, whose employment is not continuous if, during those six months, they have worked:

1. An average of at least 10 hours per week, and
2. At least one hour per week or 40 hours per month.

#### Sick leave

The Holidays Act also provides sick leave entitlements after six months to employees whose employment is not continuous (including casual employees) if, during those six months, they have worked:

1. An average of at least 10 hours per week, and
2. At least one hour per week or 40 hours per month.

I wanted to open this up for discussion to hear your thoughts on how we can manage this going forward.

Kind regards,

██████████  
Human Resources Advisor

██████████ | ██████████  
██████████  
██████████ | ██████████ | ██████████  
Middlemore Hospital | 100 Hospital Road, Otahuhu | Private Bag 93311 Otahuhu, Auckland 1640  
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**From:** ██████████ (CMDHB) [Human Resources](#)  
**Sent:** Friday, 30 October 2015 3:14 p.m.  
**To:** ██████████ (CMDHB) [Middlemore Central](#)  
**Subject:** RE: ██████████ bereavement leave

Hi ██████████,

The Holidays Act provides bereavement leave entitlements to employees who have worked for an average of at least 10 hours per week including at least one hour per week or 40 hours per month.

It sounds as though ██████████ is eligible for this. In this case she would be entitled to 3 days bereavement leave.

Kind regards,

██████████  
Human Resources Advisor  
Surgical & Ambulatory Care and Corporate Services | Human Resources

██████████ | ██████████  
██████████  
██████████  
Middlemore Hospital | 100 Hospital Road, Otahuhu | Private Bag 93311 Otahuhu, Auckland 1640  
countiesmanukau.health.nz | COUNTIES MANUKAU DISTRICT HEALTH BOARD

*Please consider the environment before printing this email.*

**From:** ██████████ (CMDHB) [Middlemore Central](#)  
**Sent:** Thursday, 29 October 2015 10:20 a.m.  
**To:** ██████████ (CMDHB) [Human Resources](#)  
**Cc:** ██████████ (CMDHB) [Middlemore Central](#)  
**Subject:** FW: ██████████ bereavement leave

Hello ██████████

██████████ is an RN who has been working on Bureau for this last year. ██████████ works an average of 6-8 hour duties a month. ██████████ father passed away a few weeks ago, we paid ██████████ 1 day bereavement as she was booked to work that day and of course couldn't which we totally understood however she is not happy she only got 1 day bereavement pay, can you please advise where to go from here.

Thank you

[REDACTED]  
Bureau Co-ordinator  
Middlemore Central, Staff Centre, Level 2

**From:** [REDACTED]  
**Sent:** Thursday, 29 October 2015 9:05 a.m.  
**To:** Lianne Grey (CMDHB)  
**Subject:** RE: [REDACTED] bereavement leave

Hi [REDACTED]

Thanks for the bereavement leave payment. It appears that I've only been paid for one day (8 hours) instead of three days. Please could you rectify and/or advise from here.

Kind regards

[REDACTED]

Released under Official Information Act OIA 29042019 - Majavu



OIA Coordinator

**Subject:** RE: Bureau Sentence added into contracts  
**Location:** ! CS2 Meeting Room

**Start:** Mon 07/02/2011 14:00  
**End:** Mon 07/02/2011 15:00  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** [Redacted] (WDHB) [Human Resources](#)

**Required Attendees:** [Redacted] (WDHB); [Redacted] (WDHB) [CMDHB/WDHB Human Resources](#)

When: Monday, 7 February 2011 14:00-15:00 (GMT+12:00) Auckland, Wellington.  
Where: ! CS2 Meeting Room

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

-----  
**From:** [Redacted] (WDHB) [Human Resources](#)  
**Sent:** Wednesday, 15 December 2010 9:18  
**To:** [Redacted] (WDHB) [Human Resources](#)  
**Cc:** [Redacted] (WDHB); [Redacted] (WDHB); [Redacted] (WDHB)  
**Subject:** RE: Bureau Sentence added into contracts

**Attachments:** image004.gif; image003.gif; image002.gif; image001.jpg

Hi [Redacted] [Human Resources Advisor](#)

[Redacted]

We have had the problem recently of employees being told the Business Rules at interview/induction but choosing to ignore—then not working for months and deciding to come back when they have been made redundant etc elsewhere.

[Redacted]

Regards

[Redacted]

[REDACTED]  
Bureau Services Manager  
Waitemata DHB  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

**From:** [REDACTED] (WDHB)  
**Sent:** Tuesday, 14 December 2010 18:17  
**To:** [REDACTED] (WDHB)  
**Cc:** [REDACTED] (WDHB)  
**Subject:** FW: Bureau Sentence added into contracts

Hi [REDACTED]

Out of Scope - not related to Sick/ Bereavement Leave

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Cheers

[REDACTED]

I suggest that the place for this is not in the contract - but as an FYI for new bureau staff as part of their induction:

Casual staff are staff who work as and when required by the DHB. There is no on-going expectation of regular work.

The expectation for staff to remain on the [REDACTED] DHB Casual Bureau is that they are genuinely available to work while they are registered with the bureau.

Casual employees can decline shifts, but you have already accepted an offered shift this means that you are contractually required to work that shift,.

Out of Scope - not related to Sick/ Bereavement Leave

[REDACTED]

[REDACTED]

- [REDACTED]

[REDACTED]

[REDACTED]

Casual staff are entitled to sick or bereavement leave if they had been booked for a shift at the time they require leave.

Sick leave and Bereavement leave are paid according Holidays Act 2003

Continuing professional development is an individual responsibility for all professionals, however you should discuss organisational requirements with the Bureau Manager

- Annual Leave is paid as an allowance of 8% of earnings
- Casual staff can join Kiwisaver if they wish

[REDACTED]  
**Employment Relations Manager**  
**Counties Manukau & Waitemata DHBs**

[REDACTED]

---

**From:** [REDACTED] (WDHB)  
**Sent:** Tuesday, 14 December 2010 16:30  
**To:** [REDACTED] (WDHB)  
**Subject:** FW: Bureau Sentence added into contracts

Out of Scope - not related to Sick/ Bereavement Leave

[REDACTED]

Recruitment Manager | Waitemata District Health Board

---

**From:** [REDACTED] (WDHB)  
**Sent:** Tuesday, 14 December 2010 10:06  
**To:** [REDACTED] (WDHB)  
**Subject:** RE: Bureau Sentence added into contracts

Hi [REDACTED]

These are the words we have in the Business rules.

[REDACTED]

[REDACTED]

[REDACTED]

Sick leave, Study Leave and Bereavement leave are paid according to the relevant CEC and Holidays Act 2003- Application for leave must be made in discussion with the Bureau Manager. If Casual staff are not booked for a shift they have no entitlement to Sick Leave.

- A Holiday Allowance of 8% is paid fortnightly instead of other Annual Leave etc entitlements.
- Kiwi Saver will be paid as per the various agreements

Thanks

[REDACTED]

Bureau Services Manager  
Waitemata DHB

[REDACTED]

[REDACTED]

[REDACTED]

---

**From:** [REDACTED] (WDHB)  
**Sent:** Friday, 10 December 2010 12:12  
**To:** [REDACTED] (WDHB)  
**Subject:** Bureau Sentence added into contracts

Hi [REDACTED]

If you have what you want to include in the contracts you could email it through to me and then I can have a look?

Cheers

Kind regards,

[Redacted]

Recruitment Manager | Waitemata District Health Board

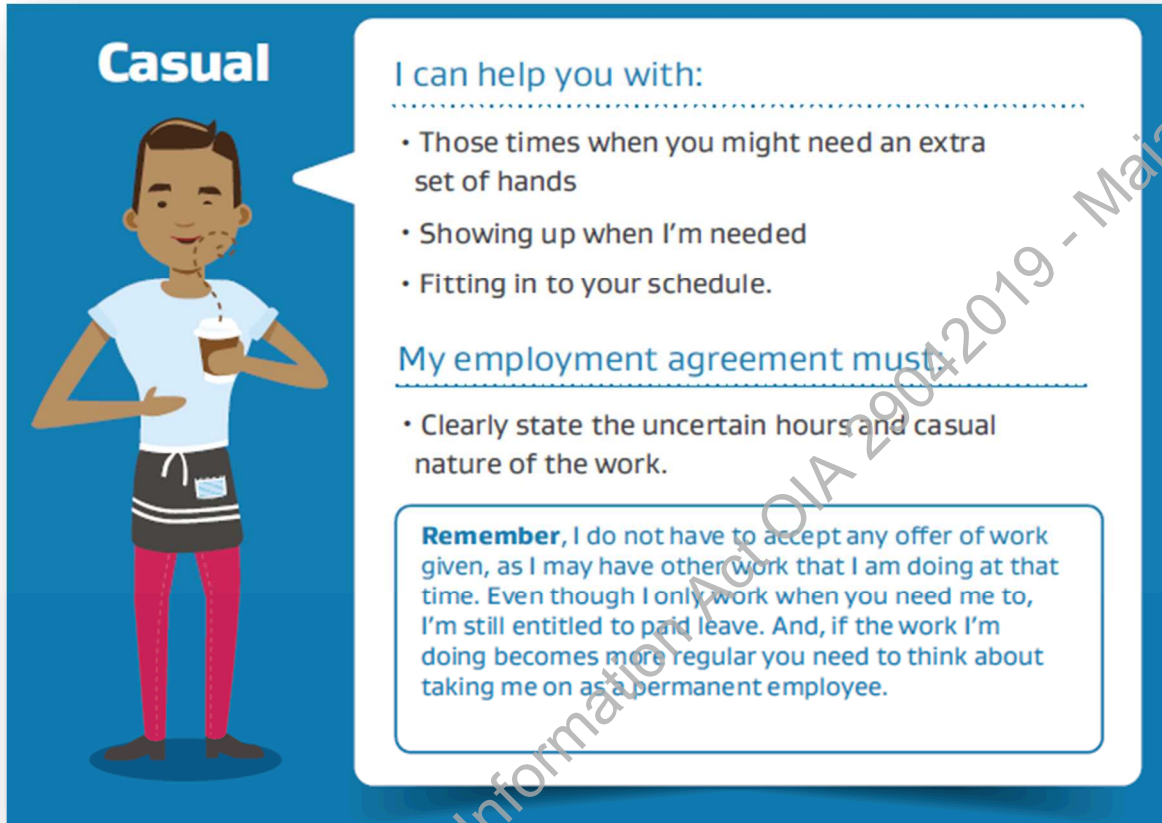
[Redacted]

[Redacted]

Released under Official Information Act OIA 29042019 - Majavu

## Casual Employees – Manager’s Guide

### What is a casual employee?



**Casual**

I can help you with:

- Those times when you might need an extra set of hands
- Showing up when I’m needed
- Fitting in to your schedule.

My employment agreement must:

- Clearly state the uncertain hours and casual nature of the work.

**Remember,** I do not have to accept any offer of work given, as I may have other work that I am doing at that time. Even though I only work when you need me to, I’m still entitled to paid leave. And, if the work I’m doing becomes more regular you need to think about taking me on as a permanent employee.

**Casual employment** refers to a situation where:

- the employee works “as and when required”, and
- the employee has no guaranteed hours of work, and
- the employee has no regular pattern of work (see next section), and
- the employee has no ongoing expectation of employment, and
- the employee can decline any work offered to them without consequence, and
- each period of work is considered a separate engagement with no right to further engagements.

**What does a regular pattern of work look like?**

Examples of regular work:

- the employee is rostered for regular shifts rather than being available as and when required
- there is a pattern of being offered the same location of work and hours of work
- the person works the same pattern each month or quarter
- the person works, say every Monday and Tuesday, for more than 4 weeks in a row
- all work is after hours

## An employee's casual status can change

If an employee who is employed on a casual employment agreement has a "regular" work pattern:

- the employee can request to be a permanent employee with all the rights of a permanent employee,
- a Labour Inspector could deem the employee a permanent employee and require the organisation to provide the person with the entitlements of a permanent employee, or
- the organisation might deem it appropriate that the person be offered an agreement as a permanent employee.

However, irrespective of the above, a person with a regular pattern of work has different rights under the Holidays Act to a person employed and working as a truly casual employee. A permanent employee's rights are different from a casual employee's rights. It is important that managers regularly review the work pattern of all casual employees and consider if the person has a "regular" pattern which creates an entitlement under the Holiday Act.

Factors that might suggest the employee is NOT a casual employee include the following:

- Is the employee rostered for regular shifts rather than being available as and when required?
- Does the employee work regularly so that there is a pattern of work e.g. always works Mondays and Tuesdays?
- Does the employee work more than 20 hours a week for the DBH even if in different locations and different rosters?
- Has the employee developed an expectation of ongoing work?
- Do we expect the employee to accept work if it is offered?
- Is the employee offered work regardless of whether they are actually required that day?
- Do we believe that we have to offer the employee further work if it becomes available, and that the employee is obliged to carry out that work?

## Why does this matter?

If you continue to treat an employee as casual when they are working a regular pattern of work, then these consequences can occur:

- The employee may not receive all of their employment entitlements e.g. annual leave, sick leave, long service leave and/or public holiday entitlements.
- We might deny the employee certain legal rights and protections, since a casual employee has fewer rights than a permanent employee. As an example, a casual employee cannot bring a personal grievance claim for unjustified dismissal because the casual employee has no right to future work engagements.

**As a manager, you should periodically review the work pattern of all your casual employees to ensure that they are not being rostered for regular shifts or developing a regular pattern of work that would change their status. Ensure they understand they are casual workers and that they should have no expectation of regular work and that you do not roster them for regular work.**



## Annual leave & casual employees

Truly casual employees may be paid holiday pay at the rate of not less than 8% of their gross earnings with their regular pay (Pay As You Go - PAYG) instead of being provided with paid annual holidays each year.

Even if there is a clause in the employee's employment agreement stating that they receive an additional 8% of gross earnings paid with their wages, Counties Manukau Health can only lawfully do this if the employee works so intermittently or irregularly that it is impractical for Counties Manukau Health to provide them with four weeks' annual holidays.

### How do we work out the difference between these two groups of employees?

Sukhdeep is an interpreter who generally works at least ten hours a week, but has significant but variable additional hours and days, depending on demand. His work is regular and ongoing even if not predictable. Sukhdeep accrues annual leave, and is not paid each fortnight for his leave.

Jane is a casual cleaner with no minimum hours and no expectation of work every week – she is often called in if people are sick and may work in a different service each time she works. Often she gets no work in a week, and other times she might be working fulltime for 1 or 2 weeks. It is hard to provide for annual holidays as there is no guarantee of future work – Jane is paid 8% pay as you go holidays.

## Other leave for casual employees

### Sick Leave

Under the Holidays Act 2003, casual employees may be entitled to sick leave and bereavement leave after six months of starting work if:

- during that time they have worked an average of at least ten hours a week, and at least one hour a week or 40 hours a month, and
- they were sick or suffered bereavement on a day that would "otherwise have been a working day" i.e. they have been rostered to work that day and then fall sick or suffer a bereavement.

### Public Holidays

Casual employees may have an entitlement to additional public holiday payments or leave:

- If the public holiday would otherwise be a working day for a casual employee, then the employee should be paid for the public day even if they do not work on that day.
- If the public holiday would otherwise be a working day for a casual employee, and the employee works, then the employee should be paid at a minimum of 1.5 times (may be 2 times, depending on collective agreement) the standard rate for time worked and receive a paid alternative day.
- If the public holiday would **not** otherwise be a working day for a casual employee, and the employee works, then the employee should be paid at a minimum of 1.5 times (may be 2 times, depending on collective agreement) the standard rate for time worked but **not** receive a paid alternative day.

## Casual employees - what would be an otherwise working day?

Refer to Section 12(3) of the [Holidays Act 2003](#)

Determining whether the leave day is an otherwise working day for a casual employee is a practical task. Each situation needs to be considered based on the employee's specific situation and work pattern.

For employees with regular hours of work this will be easier e.g. if an employee never works on Mondays, then a Monday public holiday would not be otherwise a working day for the employee.

If the employee works variable hours as would be the case with a casual employee, then this will be more difficult.

If you answer yes to any of the following questions, the day should be treated as an otherwise working day for public holidays:

- Does the employee usually work or get rostered on this day of the week? A fair test may be has the employee worked at least 50% of those days in the 3 or 6 months before the public holiday?
- Would we ordinarily have expected the employee to work on this day?
- Would the employee ordinarily have expected to work on this day?

For sick leave or bereavement leave, if the employee was rostered or booked to work on that day and they are unable to attend, it should be considered an otherwise working day.

## Additional casual employment

NOTE: it is not best practice to give additional casual employment to employees who are already working fulltime. Please consult with your HR partner before putting this type of arrangement in place.

## Policy: Leave

---

### Introduction

#### Purpose

The purpose of this policy is to

- Outline the principles under which leave of different types is granted and administered.
- Provide guidelines for staff and managers to consider when applying for, and approving, leave.

#### Scope

This policy is applicable to all Counties Manukau District Health Board ("Counties Manukau Health") employees, (full-time, part-time and casual (temporary) on collective or individual employment agreements.

#### Principle

Leave is recognised as important in the interests of both the health and wellbeing of the employee, and the direct relation this has to safe provision of quality health services. Longer periods of annual leave are more beneficial than short absences.

### General Policy

#### Entitlement

The details of specific entitlements to leave can be found in the relevant employment agreement for the employee. Employees with the individual agreements prepared under coverage of a collective agreement should view the relevant collective agreement.

In general, leave of any type is negotiated, or as provided in an employee's collective agreement.

#### Responsibilities

##### Managers' responsibilities

Managers are responsible for:

- Management of employees leave
- Management of annual leave balances in excess of 2 years
- Ensuring all leave is recorded and leave records are accurate.

Document ID:	A5712	CMH Revision No:	5.0
Service :	Human Resources	Last Review Date :	10/07/2018
Document Owner:	Director - Human Resources	Next Review Date:	10/07/2021
Approved by:	Executive Leadership Team (ELT)	Date First Issued:	18/12/2002
Counties Manukau Health			

## Employees' responsibilities

Employees are responsible for:

- Management of their own individual leave
- Prior approval for annual leave from their Manager
- Completion of the required leave documentation as soon as practicable.

## Application

All leave must be applied for using the Counties Manukau Health Leave Form (planned leave in advance, unplanned leave in retrospect).

Theft of leave through under-reporting or non-reporting is considered serious misconduct.

## Agreement and approval

Leave is subject to the approval of the employer.

Wherever possible the employer will look to meet the needs of the employee, subject at all times to the operational requirements of the business.

Leave is approved in accordance with Counties Manukau Health Human Resource delegated authorities but it should be noted that only a General Manager in conjunction with the Service's Human Resources Manager may approve leave in excess of an individual's actual entitlements.

## Record keeping

Counties Manukau Health will retain formal leave application forms and records (including electronic forms) as specified in the Counties Manukau Health Employee Records policy.

In the event a request is declined, the reason for declining will also be noted.

Where verbal or informal approaches / refusals regarding leave are made, it is recommended that the manager concerned maintain informal diary notes summarising discussions.

## Notice

Notice periods for leave are generally stated in an individual's employment agreement.

The following pages of this document contain brief descriptions of the different types of leave and, where relevant, indicate the period of notice generally required.

<b>Document ID:</b>	A5712	<b>CMH Revision No:</b>	5.0
<b>Service :</b>	Human Resources	<b>Last Review Date :</b>	10/07/2018
<b>Document Owner:</b>	Director - Human Resources	<b>Next Review Date:</b>	10/07/2021
<b>Approved by:</b>	Executive Leadership Team (ELT)	<b>Date First Issued:</b>	18/12/2002
<b>Counties Manukau Health</b>			

**Emergency recall**

Due to the nature of the service delivered by Counties Manukau Health, there is an expectation that in the event of an emergency, or at a time of great community need, staff will, where possible, return from leave if requested.

Counties Manukau Health undertakes to make good any leave days lost in such circumstances.

Released under Official Information Act OIA 29042019 - Majavu

<b>Document ID:</b>	A5712	<b>CMH Revision No:</b>	5.0
<b>Service :</b>	Human Resources	<b>Last Review Date :</b>	10/07/2018
<b>Document Owner:</b>	Director - Human Resources	<b>Next Review Date:</b>	10/07/2021
<b>Approved by:</b>	Executive Leadership Team (ELT)	<b>Date First Issued:</b>	18/12/2002
<b>Counties Manukau Health</b>			

## Annual Leave

---

### Purpose

The concept of annual leave as an opportunity for staff to rest, recharge and spend time with their families is supported and promoted by Counties Manukau Health.

Paid annual leave is vital for personal health and wellbeing.

### Entitlement

Entitlement to annual leave is as per an individual's employment agreement. If not stated in the employment agreement, then under the Holidays Act 2003 after the end of each completed 12 months of continuous employment, an employee is entitled to not less than 4 weeks' paid annual holidays.

Greater leave entitlements may only be granted at the sole discretion of the General Manager in conjunction with the Service Human Resource Manager.

### Planning

To assist organizational planning and service delivery, managers are required to plan for leave and prepare an annual leave schedule for their direct reports.

Wherever possible, employees are required to contribute to the planning exercise and advise their managers of leave requirements for the year ahead.

### Year of use

There is an expectation that employees will use their annual leave in the year of entitlement.

### When to take leave

The period when leave is to be taken is generally agreed between Counties Manukau Health and the individual concerned.

However, in some circumstances (e.g. to ensure continued service delivery, or during service closure or "shut down") Counties Manukau Health may specify when a period of leave is to be taken.

(The Holidays Act 2003 states all employees must be given the opportunity to take at least 2 weeks annual leave in one continuous period if they wish to do so.)

<b>Document ID:</b>	A5712	<b>CMH Revision No:</b>	5.0
<b>Service :</b>	Human Resources	<b>Last Review Date :</b>	10/07/2018
<b>Document Owner:</b>	Director - Human Resources	<b>Next Review Date:</b>	10/07/2021
<b>Approved by:</b>	Executive Leadership Team (ELT)	<b>Date First Issued:</b>	18/12/2002
<b>Counties Manukau Health</b>			

## New employees

New employees do not fully accrue leave until they have completed twelve months service.

Counties Manukau Health however supports employees utilising leave in their first year of work on a pro-rata basis.

## Accumulated leave

Annual leave may be accumulated (i.e. carried over or saved for the following year) as stated in an individual's employment agreement.

Generally this accumulation is limited to two years entitlement.

## Excessive accumulated leave

Excessive accumulation of annual leave (i.e. more than two years) will be managed on a case-by-case basis. Leave may be required to be taken and a plan agreed between the manager and the individual concerned.

## Cashing-up excessive accumulated leave

Whilst Counties Manukau Health does not support the principle of cashing up leave, it may be appropriate in extraordinary circumstances.

- be made in consultation with the Service Human Resources Manager .
- be approved by the General Manager of the Service.

**Note:** Statutory minimum annual leave entitlements cannot be cashed up by current staff, irrespective of how long they have accrued for.

Leave eligible for cashing up is as follows:

- Annual leave above statutory minimum (20 days per annum)
- Shift leave
- Alternative holidays (Stat lieu days) more than 12 months old.

## Anticipated annual leave

An employee may only apply for anticipated annual leave after a period of six calendar months of continuous full or part-time employment with Counties Manukau Health.

Managers may approve anticipated leave to the value/amount of the employee's accrued entitlement. Leave in excess of entitlement may only be approved by the General Manager of the service, in consultation with the Service Manager and their relevant HR Manager.

<b>Document ID:</b>	A5712	<b>CMH Revision No:</b>	5.0
<b>Service :</b>	Human Resources	<b>Last Review Date :</b>	10/07/2018
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<b>Approved by:</b>	Executive Leadership Team (ELT)	<b>Date First Issued:</b>	18/12/2002
<b>Counties Manukau Health</b>			

**Exiting employees with overdrawn anticipated leave**

An individual who leaves the employ of Counties Manukau Health with a debt of anticipated annual leave will have the value of that leave deducted from their final pay.

Where the final pay is insufficient to repay this debt, the individual will become a debtor of Counties Manukau Health and will be managed by the Accounts Receivable Department.

Released under Official Information Act OIA 29042019 - Majavu

<b>Document ID:</b>	A5712	<b>CMH Revision No:</b>	5.0
<b>Service :</b>	Human Resources	<b>Last Review Date :</b>	10/07/2018
<b>Document Owner:</b>	Director - Human Resources	<b>Next Review Date:</b>	10/07/2021
<b>Approved by:</b>	Executive Leadership Team (ELT)	<b>Date First Issued:</b>	18/12/2002
<b>Counties Manukau Health</b>			



## Bereavement/Tangihanga Leave

---

### Principle

Counties Manukau Health believes that in the event of the death of a person with whom an employee has had a significant association, an individual should be able to grieve in the manner most appropriate to them. This has to be balanced against our primary responsibility to provide services to our patients and clients.

It is the employee's obligation to apply for bereavement leave as soon as possible after they become aware of the need for the leave.

Counties Manukau Health also understands individuals may need to (or be obliged to) attend mourning and/or burial ceremonies and/or take responsibility for making arrangements for these, or the person's estate.

### Entitlement

An employee is entitled to bereavement leave as stated in their employment agreement as per the Holidays Act 2003, and as necessary and appropriate to discharge their obligations to family and community.

### Paid or unpaid

The Holidays Act 2003 provides for paid Bereavement Leave for most employees after six months service as specified:

- Up to three days paid leave on the death of an immediate family member (defined as employee's spouse, parent, child, sibling, grandparent, grandchild or spouse's parent). Leave does not have to be taken immediately or on consecutive days.
- Up to one day of paid leave in the event of a death outside the immediate family if the employer accepts that the employee has suffered bereavement. Consideration should be given to:
  - how close the association was between the employee and the other person
  - whether the employee is responsible for any aspects of the ceremonies around the death
  - whether the employee has any cultural responsibilities he or she needs to fulfil in respect of the death. This might potentially occur after the death e.g. unveiling etc.

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Each application for bereavement leave will be considered on a case by case basis taking into account the minimum requirements of the Holidays Act 2003 and the circumstances of the bereavement. Where it is determined that a longer period of bereavement leave is appropriate, some of this leave may be unpaid bereavement leave. This will always be discussed with the employee.

### Individuals with significant responsibility

Special bereavement leave with pay is appropriate for those employees who are a respected elder by reason of birth or standing in the community, family or tribe, and are required to take significant responsibility for arrangements for ceremonies on behalf of the bereaved family.

Employees with such obligations are strongly encouraged to discuss them in advance, as sudden unexplained requests for excessive leave may be declined.

Where special bereavement leave with pay leads to significant periods of absence, leave without pay will be considered by the General Manager of the service concerned in conjunction with the Service Human Resources Manager.

### Frequency and duration

Bereavement leave and the frequency or duration of such leave, is to be considered in the spirit of sensitivity, co-operation, and reasonableness.

### Advice

Employees (those applying for, and those approving, bereavement leave) should seek advice from their HR Manager if there is any concern as to the appropriateness of leave requested or granted.

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## Civic Leave

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### Definition

For the purposes of this document, Civic Leave is defined as short term leave, unrelated to Counties Manukau Health business, that permits an individual to discharge their elected and required social responsibilities.

Civic leave includes:

- Jury service leave
- Witness leave
- Military training and service leave
- Volunteers leave
- Government appointments (international observer duties, etc).

### Legislative requirement

Leave of this nature is provided as per the provisions of the relevant legislation (e.g. Volunteers Employment Protection Act, Jury Duty Act, etc) and collective agreements.

### Jury service leave

Individuals have a civic responsibility to serve and should not be penalised for this. However, work needs take priority and this can require a postponement of service in some cases.

An employee called for jury service may elect to take Special Leave: Jury Service (on pay), or take leave without pay.

If paid Jury Service leave is given, any fees received (known as “Daily fees”), less travel costs and childcare expenses, must be paid to Counties Manukau Health (through Accounts Receivable, healthAlliance), and the employee is required to report back to work if not required by the Court (where reasonable and practicable).

It is the responsibility of the individual’s manager to follow up that the fees have been paid back to Counties Manukau Health following the period of Jury Service.

Refer to Appendix One.

### Witness leave

An employee acting as a witness in an official capacity is eligible for paid leave - any fees, less travel costs or childcare expenses, received by the employee must be paid to Counties Manukau Health (through Accounts Receivable, healthAlliance).

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An employee acting as a witness in a private capacity may be granted leave on pay for up to three days at the discretion of their manager. If paid “witness” leave is given (not annual leave), any fees, less travel costs or childcare expenses, received must be paid to Counties Manukau Health (through Accounts Receivable, healthAlliance).

It is the responsibility of the individual’s manager to follow up that the fees have been paid back to Counties Manukau Health following period of witness leave.

### **Military service (Territorials)**

Job security and all other employee rights and benefits will be maintained for anyone who undergoes military territorial and reserve training.

Entitlements and protections are as per the individual’s relevant employment agreement and the provisions of the Volunteers Employment Protections Act (1973).

### **Volunteers leave**

Leave on pay will be granted when an employee who is a volunteer

- is called out during normal working hours as part of an established emergency service
- attends emergency service training courses that are relevant to the workplace
- is required to attend exercises (provided that written evidence from a recognised authority is produced).

Annual leave may be granted when an employee attends emergency service training courses that are not relevant to the workplace.

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## Discretionary Leave

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### Introduction

There are times when leave required by an individual does not fit existing definitions of leave, existing leave entitlements are insufficient, or need to be amended for specific and/or unusual circumstances.

In the first instance, annual leave should be used whenever possible.

### Definition

In general discretionary leave is just that, granted at the discretion of the General Manager of the Service concerned in conjunction with the Service HR Manager (within relevant Delegated Authorities).

Discretionary leave may be defined as leave additional to, or instead of, existing types and entitlements of leave.

### Granting discretionary leave

Granting of discretionary leave, and determining if such leave will be paid or unpaid, will be in consultation with the Service Manager, their relevant HR Manager, and taking into account other advice as appropriate to the request, for example cultural, Maori Health, Pacific Health, legal.

Granting of leave will be consistent with:

- the provisions of the relevant Collective Agreement
- Counties Manukau Health's aim and intention to be a Good Employer
- Counties Manukau Health's Staff Rehabilitation and Return to Work policy.

### Health and safety

Where the issue requiring discretionary leave relates to the health and safety of the individual, patients/clinics, or other staff, the granting of such leave may be recommended by the Occupational Health & Safety Manager. The General Manager will determine, in consultation with the Service Human Resource Manager if the granting of such leave is appropriate.

Leave of this nature (health and safety) will normally be paid leave.

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## Education Leave

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### Introduction

The success of Counties Manukau Health in providing innovative, high quality health care depends upon having an educated and forward thinking workforce that is able to meet the changing demands of future health care service delivery.

To this end, Counties Manukau Health supports the concept of education leave for the purpose of increasing the knowledge and skills of an individual relevant to that individual's role and career path within Counties Manukau Health.

### Principles

Leave and funding to attend courses, conferences, etc will be given in line with the following principles:

- provisions of employment agreement if applicable
- equity amongst employees, taking into account available resources
- availability to all permanent employees
- of the greatest benefit to the greatest number
- assisting employees to attain or retain skills and professional competence related to present job or future career development within Counties Manukau Health.

Every effort should be made to encourage Maori people as Tangata Whenua, and Pacific Island staff, to take up training opportunities.

### Types of leave

The types of education leave at Counties Manukau Health are:

- continuing education leave (the frequency and duration of such leave is defined in applicable collective employment agreements)
- conference leave
- study leave

### Conference leave

Conference leave may be granted for Counties Manukau Health approved conferences relevant to the individual's position or role in the organisation.

Entitlement to, and approval of, conference leave and associated (partial/whole) cost reimbursement is discretionary at all levels, and will be considered on a case-by-case basis.

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## Study leave

Study leave may be granted for

- lectures
- exams/exam preparation
- educational seminars
- block courses
- preparation for level of practice progression for nurses and midwives
- course work.

The granting of study leave will take into account the following considerations:

- benefit to the patients and clients of Counties Manukau Health
- provisions in collective or individual agreements
- business plan objectives and budget allocations
- developmental training / education needs / opportunities.

For more detail please refer to the Learning and Development Policy (Human Resources).

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## Employee Relations Leave

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### Introduction

Employee representatives / union delegates should not lose pay while carrying out duties as delegates during their normal working hours. However, a manager needs to consider the requirements of the Service when contemplating the approval of such leave.

### Eligible individuals

The number of delegates and elected employee representatives who will be eligible for the provisions of this policy will be agreed periodically between Counties Manukau Health and the union / association.

### Application

Employment Relations Leave must be applied for in the usual manner to ensure service delivery is not negatively impacted.

Leave will be approved if sufficient staff are available to maintain services.

### Paid employment relations leave

Paid leave for employment relations duties may be granted for:

- delegates training as per the relevant employment agreement and the provisions of the Employment Relations Act (Part VII Section 74) or as prescribed in an applicable collective employment agreement – delegates rostered off on a training day will not receive pay from Counties Manukau Health for that day
- union delegate meetings – time off with pay to attend union delegate meetings will be up to ten hours per delegate for each six-month period.

### Other delegate leave

Other leave for union delegates may be granted for:

- routine consultative forums
- ad hoc consultative meetings
- delegates accompanying other employee's on request
- collective agreement negotiations.

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## Leave Without Pay

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### Purpose

Annual leave must be exhausted prior to taking leave without pay. Leave without pay is a discretionary leave type.

### Granting leave without pay

Leave without pay of less than 30 days duration may be approved by the relevant Service Manager.

Leave without pay of over 30 days duration may be approved by the General Manager only after consultation with the Service Manager and their relevant HR Manager.

### Accruals/Entitlements

Collective employment agreements, where applicable, should be referred to in respect of the impact of leave without pay on accrual of service for employment entitlements.

For positions not covered by a collective employment agreement, the following provisions apply:

Leave without pay will affect the accrual of service for employment entitlements (e.g. long service) and it will not count as service for the purpose of eligibility for such entitlements. That is, if an employee works for Counties Manukau Health for 8 years, then takes 6 months leave without pay then works for an additional 1.5 years, total eligible service for the purpose of entitlements such as long service leave would be 9.5 years, not 10 years.

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## Long Service Leave

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### Purpose

To recognise long service within Counties Manukau Health in order to retain a wealth of knowledge and experience.

### Entitlement

Long Service Leave provisions are contained in collective or individual agreements.

If your agreement does not have a provision then the terms and conditions of the current PSA Clerical and Administration Staff Collective Agreement will apply.

Long Service leave is paid at the employees contracted FTE at the time that they take the leave, not the contracted FTE over the time at which the Long Service leave was accrued or the time that they became eligible to that leave.

### Continuous service

Continuous service is service that has been recognised as relevant or applicable in accordance with the provisions of your individual or collective employment agreement. For IEA employees, the definition of current continuous service is as per the current PSA Clerical and Administration Staff Collective Agreement.

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## Parental Leave

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### Purpose

The Parental Leave and the Employment Protection Act 1987 provides for three types of unpaid parental leave, as well as limited paid parental leave. This includes leave for male and female employees at the time of the birth or adoption of a child under six years old and extended leave to care for the child.

Some employment agreements provide for a period of paid parental leave in addition to the legislated paid parental leave. Where provided for, this will be implemented as per the provisions of the applicable collective employment agreement.

### Period of leave

In total, up to 52 weeks of unpaid leave may be shared between partners, where the employee has twelve months service at the due date of the baby or time of adoption, either consecutively or concurrently. The employee may be eligible for Government Paid Parental Leave for 16 of these 52 weeks.

Two weeks partner's/paternity leave is in addition to the 52 week total.

When an employee has between 6 and 12 months service (by the due date of the baby or time of adoption) the primary caregiver is entitled to 16 weeks unpaid leave and their partner is entitled to 1 week of partner's leave. The employee (primary caregiver) may be entitled to Government Paid Parental Leave for those 16 weeks.

Where an individual requires/wishes to take a longer period of leave, approval may be granted for some, or all, of the requested extra leave dependant on operational requirements.

### Adoption

Parental leave provisions, both in legislation and within Counties Manukau Health policy, are the same for adoptive parents of infants under six years old who have been formally adopted.

### Eligibility

Under current legislation, an employee must have worked for an average of ten hours per week for 12 months preceding the expected date of the birth or adoption to be entitled to 52 weeks leave, which can be shared between the partners (some collective agreements provide other conditions). A primary caregiver with 6-12 months service will be entitled to 16 week's leave. A partner with 6-12 month's service is entitled to 1 week's partner's leave.

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### Timing and duration

Parental leave may be taken from up to 6 weeks prior to the expected birth, or earlier if necessary for medical reasons.

### Notice of intention to take leave

Current legislation specifies that an employee applying for parental leave and extended leave after the birth should do so in writing at least three months prior to the expected date of delivery. (Some collective agreements provide other conditions).

### Notice of intention to return to work

The employee must notify their line manager (in writing) of his/her intention to return to work after extended leave at least 21 days prior to the intended start date.

Managers must forward return to work advice to the Staff Service Centre.

If the employee does not notify Counties Manukau Health of his/her intention to return to work or to resign after the expiry date of the leave has passed it may be considered that they have abandoned their employment (see HR policy "Exit & Termination").

### Return to work payment

Some collective agreements provide for a one-off lump sum payment to employees returning from parental leave or a top-up payment during the parental leave.

If an individual's agreement does not have such a provision, a return to work payment is available (to the primary care giver only), as follows:

- Whole time employees – payment equivalent to 30 working days leave on pay (at the base salary rate),
- Part time employees – payment based on the percentage that such part time hours bear to whole time employment.

### Job protection

While the employee is on Parental Leave, Counties Manukau Health will take measures to ensure that the individual's job is protected.

Where a position is not a "key position" in terms of the Parental Leave Act 1987, the employee must be able to return to the same position on the same terms and conditions as they were on prior to their leaving. The position should only be filled temporarily until such time as the employee on leave returns to work.

Where a position has been designated a "key position" in terms of the Parental Leave Act 1987 then the employee will be notified of this and advised that they will be offered a similar position on their return from parental leave.

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### Annual increments

Employees whose anniversary date occurs while they are on Parental Leave are entitled to salary increments they would be due if they were not on Parental Leave at the time.

### Annual leave accruals

Leave accrual and payment for leave on return to work are determined by the Parental Leave and Employment Protection Act (1987).

### Primary care givers application

A written application for Parental Leave should be accompanied by:

- a letter stating the proposed date of the commencement of leave and the intended duration, AND
- a medical certificate verifying that the employee (or partner) is pregnant and stating the expected date of delivery, OR
- written documentation of the adoption.

If you are sharing any part of the leave with your partner, the application must also state:

- the dates on which you and your partner plan to start and finish each period of leave
- your partners name and, if they are an employee, the name and address of his/her employer
- that you and your partner are both eligible for the leave you are applying for
- that the total amount of leave you and your partner are taking will not be more than 52 weeks (not counting any partner's paternity leave taken).

In all instances, Managers must forward completed and approved leave applications to the Staff Service Centre.

### Partners and application

The partner of the primary care giver, who has had twelve months service, is eligible for 2 weeks continuous unpaid leave immediately prior to, or following, the arrival of the child.

The partner of the primary care giver, who has had six months service, is eligible for 1 weeks' continuous unpaid leave immediately prior to, or following, the arrival of the child.

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This leave may be taken at any time from 21 days prior to the expected date of birth to 21 days after the birth, or 21 days after leaving the hospital if this is a greater period of time.

When applying for this unpaid leave the following must be provided:

- written application at least 3 months before the expected date of delivery (or as specified in Agreement)
- written assurance from the woman that the applicant is the partner and intends to assume care of the child
- a copy of a medical certificate confirming that the woman is pregnant and stating the expected date of delivery, OR, written documentation of the adoption

Some collective employment agreements provide other conditions.

### Notice period of adoption

Where an infant is joining a family through the formal adoption process, the period of notice for applying for leave is waived (because of the sometimes quick and unpredictable nature of the adoption process).

However, when timeframes are known, the maximum period of notice possible should be given.

### Unpaid leave

Unpaid special leave of up to 10 days is available to a mother before maternity leave for reasons connected with pregnancy (e.g. antenatal checks). This leave is additional to Parental Leave.

### Multiple periods of parental leave

A staff member can take Parental Leave multiple times, as long as six months elapse between each time and provided the staff member meets the eligibility requirements each time.

### Government funded paid parental leave

Government funded paid leave is available to female employees who give birth or to a person who adopts a child. It is available to either parent where a couple has assumed the care of a child under six years they intend to jointly adopt.

If a staff member meets the requirements as listed in 'Eligibility' above regarding service they are entitled to government funded paid parental leave for 16 weeks. They are entitled to either their gross (before tax) weekly rate of pay or the current maximum, whichever is the lower.

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Government funded paid parental leave begins at the same time your Parental Leave from Counties Manukau Health begins. It continues until the 16 weeks are complete, however it may stop earlier if the staff member:

- transfers the payment, or part the payment, to their partner
- returns to work before the end of the parental leave period
- resigns from their job, or if you are employed on a fixed term agreement that expires during the paid parental leave period.

Government funded parental leave payments are processed by the Inland Revenue Department. Once a staff member has decided on their leave arrangements they can obtain an application form by downloading from their website [www.ird.govt.nz](http://www.ird.govt.nz). The staff member should fill in the relevant details and send to the Staff Service Centre for completion of the employer section.

### Junior doctors

If you are a junior doctor and are required to rotate between different DHB's as part of your training, your length of service with each DHB will be added together for the purposes of determining whether you meet the 6-12 month criteria for leave and payments. Junior Doctors must still meet the hours of work test.

### Early return to work

You can return to work early if your child is miscarried, is stillborn, dies or is adopted or cared for by someone else. You must put your request in writing 21 days before the date you intend to return to work. You can also return to work early if your Manager agrees, however Counties Manukau Health may require a Medical Certificate in some circumstances.

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## Sick/Domestic Leave

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### Introduction

As an organisation concerned with health and health care, Counties Manukau Health wishes to encourage optimum health in its own workforce. Key to this is the adequate provision of sick/domestic leave to ensure that employees attending work are well and able to work to their best ability.

As a family oriented employer, Counties Manukau Health also recognises the need for individuals to be able to discharge their obligations in the care and support of their family.

### Entitlements

Most current employment agreements provide for an unspecified entitlement to sick leave available immediately after commencing employment with Counties Manukau Health. Some agreements however do contain a specified sick leave entitlement.

Employment agreements vary with regard to entitlement to domestic leave.

### Unspecified sick leave

Unspecified sick leave will be managed bearing in mind:

- balancing the needs of the individual with the needs of the service and the organisation
- the nature and severity of the illness / accident
- the likelihood of the employee being able to return to work in future
- the employee's attitude to improving their health
- the employee's previous sick leave record and their length of service.

### Occupational health and safety involvement

Absences of more than 5 consecutive days relating to the personal health or wellbeing of an employee must be notified to Occupational Health & Safety Department in accordance with the "Staff Rehabilitation & Return to Work" policy.

### Sick leave and annual leave

Under the Holidays Act 2003 if an employee has exhausted all paid sick leave they may choose to take the leave from their annual leave balance. This is only with the approval of their Service Manager and HR Manager.

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## Sick leave review

### When

A formal sick leave review will be necessary when:

- patterns of absence and/or illness become apparent
- the level of sick leave is impacting (or a proposed period of sick leave will impact) on the delivery and provision of service
- the level of sick leave taken exceeds what is reasonable and ordinary.

### Purpose

The purpose of the sick leave review is to initiate discussions to determine a course of action or assistance.

Discussions of this nature are viewed as formal and as such a record of proceedings will be kept.

### Possible action

In some cases it may be appropriate to initiate action such as:

- requiring the employee to support all future sick pay claims with a medical certificate, and/or
- requiring the employee to undergo an examination by a medical practitioner nominated by the employer at the employer's expense, and/or
- restrict or withdraw for a specified period the sick pay provisions, limited to five days sick leave as outlined in the Holidays Act 2003, and/or
- recommend that the employee access the Employee Assistance Programme.

In some cases it may be appropriate to initiate further action as defined under the Counties Manukau Health policies of:

- Employee Assistance Programme
- Performance Management
- Discipline and Dismissal
- Staff Rehabilitation & Return to Work

Where an employee is covered by a collective employment agreement that contains a sick leave review process, managers must ensure they have read and are familiar with that process prior to undertaking any sick leave review.

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## Time in Lieu

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### Purpose

Time In Lieu is leave given in compensation for additional hours worked by an individual outside of overtime and penal provisions.

It is an entitlement provided solely at the discretion of the employee's manager.

### Prerequisite

Time in lieu will be considered only when the employee's manager

- is notified at the time of the situation necessitating "Time In Lieu" accumulation, AND
- such an accumulation has occurred with the knowledge and approval of the employee's manager

### Level of management

Time in lieu is approved, accumulated, and recorded at RC level.

The RC Manager is responsible for monitoring and managing time in lieu accumulation and absences.

### Taking leave

As previously stated, time in lieu is a discretionary leave type and is managed as other types of discretionary leave (see "Discretionary Leave").

### Cash entitlement

Time in lieu may not be "cashed up", either during, or upon termination of employment.

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<b>Counties Manukau Health</b>			

## Reference Information

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### Associated documents

Other documents relevant to this policy are listed below:

<b>NZ Legislation</b>	<ul style="list-style-type: none"> <li>• Employment Relations Act (2000)</li> <li>• Wages Protection Act (1983)</li> <li>• Holidays Act (2003)</li> <li>• Parental Leave and Employment Protection Act (1987)</li> <li>• Volunteers Employment Protection Act (1973)</li> </ul> <p><i>Note: Any legislation referred to should be interpreted as meaning the Act and its amendments.</i></p>
<b>Counties Manukau Health Organisational Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Delegated Authority (Corporate)</a></li> <li>• <a href="#">Discipline &amp; Dismissal Policy &amp; Procedure (Human Resources)</a></li> <li>• <a href="#">Employee Records</a></li> <li>• <a href="#">Exit and Termination</a></li> <li>• <a href="#">Organisational Learning and Development</a></li> <li>• Workplace Rehabilitation</li> </ul>
<b>Other related documents</b>	<ul style="list-style-type: none"> <li>• Collective/ Individual Agreements</li> <li>• Employee Exit forms <a href="https://cmhealth.hanz.health.nz/myHR/Pages/Forms.aspx">https://cmhealth.hanz.health.nz/myHR/Pages/Forms.aspx</a></li> </ul>

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## **Appendix One: Jury Service (and Witness Leave) Process**

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1. Employee receives Jury Summons.
2. Employee discusses summons with Manager and decides whether to report for Jury Service or apply to be excused.
3. Employee applies to Manager for Special Leave: Jury Service.
4. Manager approves Special Leave: Jury Service.
5. OneStaff: Code to Jury Service.
6. Payroll: Code to Jury Service.
7. Employee attends Jury Service.
8. Employee receives a cheque for fees and any associated expenses
9. Employee pays "Daily fees" to Counties Manukau Health, via Accounts Receivable, healthAlliance.
10. Business Manager keeps track of receipt of payment and forwards a receipt with supporting documents to Payroll.

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