

LEAVE & WELLBEING (2024-2026)



GENERAL

- It is the employer that has to find cover for leave not the RMO.
- Only leave days taken Monday through Friday can be deducted (so not weekends) on a shift roster...
- If on a shift roster, leave taken on weekends can be deducted, but no more than 5 days in any week.
- Once approved, the employer cannot revoke leave.
- If taking any kind of leave (other than alternative holidays or lieu leave) Monday to Friday then RMOs cannot be required to work the weekend(s) that abut that leave. A Friday long day is not considered part of the weekend for this entitlement, but a Friday night duty is. For example, when taking leave from Monday to Friday the RMO cannot be required to work a Friday night duty prior to the leave but can be required to work a night shift starting on the Sunday night at the end of a period of leave.

PUBLIC HOLIDAYS AND ALTERNATIVE HOLIDAYS

- When required to work or be on call on a public holiday as part of the normal roster an RMO shall be granted an alternative paid holiday (or day in lieu).
- The employee must give 14 days' notice of taking the alternative paid holiday unless they wish to take the day when rostered on a night, long day or weekend duty, in which case 28 days' notice must be provided.
- The RMO decides whether to go ahead with the requested leave if a date cannot be agreed, taking into account the employer's view as to when is convenient.
- If an employee is on annual or sick leave or leave with pay and the period of leave includes a public holiday, then that day is not deducted from their leave balance.
- If a public holiday, other than Waitangi Day and ANZAC Day, falls on a rostered Employee's off duty day (not including Saturday or a Sunday) the Employee shall be granted an additional day's leave at a later date convenient to the Employer.

SICK LEAVE

- RMOs are entitled to 30 days of sick leave each year for their first four years as an RMO. Sick leave then accrues from year 4 onwards with 9 working days being accrued every subsequent year.
- The employer can grant sick leave for up to eight days in addition to the amount if it is inadvisable to work due to a minor illness.
- Where you require pre-planned (non-urgent) medical appointments (up to 2 hours absence), which cannot be scheduled on an off duty day, this can be requested and attended without deduction by agreement.

SPECIAL LEAVE

- If an employer determines an emergency situation, and as a result they require an employee to work a full day on a weekend when they weren't rostered to, that employee shall be granted a day's leave in lieu.

ANNUAL LEAVE

- RMOs are to be granted 30 days leave of annual leave each year.
- Applications for annual leave must be made in writing and must be responded to in writing within two weeks, either approving or declining the leave.
- If the leave is declined the response must say why.
- RMOs are entitled to annual leave on pay to attend their graduation ceremony as well as a reasonable amount of leave to travel to and from the ceremony.
- The employer should grant anticipated annual leave, that is annual leave before the RMO has worked long enough to accrue it.

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PARENTAL LEAVE

- If the RMO has been employed for one year they are entitled to up to 12 months parental leave. If they have been employed for less than one year they are entitled to up to 6 months parental leave.
- If the RMO is the primary carer of the child, and receiving government paid parental leave payments, the employer tops up their pay to their base salary for up to 14 weeks.
- If not the primary carer of the child, the RMO is entitled to up to two weeks leave paid at their ordinary salary. This leave can be either continuous or taken in two separate week-long blocks and shall be taken within a period starting from three weeks prior to the expected date of delivery up to three weeks after the actual date of delivery. This timeframe can be varied by agreement. Applications for annual leave attaching to this two weeks should not be unreasonably withheld.

DOMESTIC VIOLENCE LEAVE

- Employees can take at least 10 days paid domestic violence leave. Applications may be made to the manager the employee feels most comfortable approaching and records regarding this leave are only to be kept long enough to comply with legal requirements.

BEREAVEMENT LEAVE

- An employer shall approve paid bereavement leave for an employee in order for them to meet any obligations and/or pay respects to a deceased person with whom they had a close association.
- These obligations may exist because of blood or family ties or because of particular cultural requirements such as attendance at all or part of a Tangihanga (or its equivalent).
- Bereavement includes miscarriages and stillbirths.

JURY SERVICE LEAVE

- Employees called on for jury service may elect to take jury service leave as leave on pay where agreed to by the employer. In this instance juror's fees are paid to the employer, but the employee retains any expenses they have been paid.

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CHEAT SHEET