

LUSA Employee Leave Policy

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Approval Authority: LUSA Executive

Contact Officer: LUSA President

1. Purpose

This policy provides a framework for the use and administration of various types of leave for LUSA employees, and to manage absences in accordance with employment agreement entitlements, legislative requirements and operational needs.

This policy must be read in conjunction with an employee's relevant leave provisions as set out in their individual employment agreement. This policy provides clarification of five types of leave available to LUSA employees, namely:

- TOIL
- Annual Leave
- Leave Without Pay
- Sick Leave
- Bereavement Leave

Notes

i. In instances where the 'employee' is the General Manager, then the Student President will be responsible for all provisions allocated to the General Manager.

ii. The following policy only applies to LUSA employees who have signed an Individual Employment Agreement

2. Outcomes

- 2.1 LUSA employees are informed of the correct process for applying for leave
- 2.2 Ensure the annual leave for all employees remain at manageable levels and do not exceed the equivalent of 187.50 hours (5 weeks FTE at 37.5 hours) whereby mitigating LUSA's financial liabilities.
- 2.3 Ensure employees are maintaining a good work-life balance by being actively encouraged and supported to take leave.

3. Principles

This policy seeks to:

- 3.1 Ensure LUSA meets its obligations as a good employer.
- 3.2 Ensure LUSA employees understand and know how to access and appropriately use the leave options covered by this policy.
- 3.3 Ensure all leave covered by this policy is managed in line with legislative and contractual entitlements and operational requirements.
- 3.4 Encourage LUSA employees to maintain a positive work and life balance by taking their full annual leave entitlement each year.
- 3.5 Require the accurate recording of all types of leave – by both the employee and LUSA

3.6 Minimise any excessive accumulation of annual leave given the negative impact this has on LUSA's financial performance.

4. Responsibilities

- 4.1 Individual employees are responsible for ensuring that their leave is submitted through LUSA's payroll system, Smartly, in a timely manner
- 4.2 The General Manager is responsible for reviewing and approving or declining leave requests submitted by LUSA employees
- 4.3 The President is responsible for reviewing and approving or declining leave requests submitted by the General Manager
- 4.4 The General Manager is responsible for managing annual leave balances to ensure they do not exceed 5 weeks
- 4.5 The General Manager is responsible for executing this policy and ensuring adherence.
- 4.6 The Accounts Administrator is responsible for ensuring employees are paid correctly and accurately where leave requests have been approved.

5. TOIL (Time Off In Lieu)

There may be times when an employee is required to work more than their contracted hours due to events and/or requirements of their role and/or as required by the General Manager. When this occurs, additional hours are accrued as TOIL (Time Off In Lieu).

- 5.1 Employees must obtain prior approval in writing from the General Manager for TOIL to be accrued at least 1 week (7 days) before the additional hours to be worked are planned.
- 5.2 Employees are to maintain an accurate record of TOIL accrued, which is supplied to the General Manager. TOIL is not recorded within LUSA's payroll system, unless under special circumstances
- 5.3 Any accrued TOIL is to be taken within four weeks of accrual, unless written approval is given by the General Manager.
- 5.4 The General Manager will work with employees to find suitable days/periods accrued TOIL can be used.
- 5.5 TOIL is to be used before Annual Leave can be used.
- 5.6 Should an employee resign, any remaining TOIL must be used before the employee's employment end date. Any remaining TOIL will not be paid out, unless prior approval has been granted by the General Manager

6. Annual Leave

The General Manager must ensure all employees are provided with an opportunity to take their full annual leave entitlement each year (4 weeks for the General Manager and 5 weeks for all other LUSA employees) and should plan and make appropriate provision to provide coverage for employees to do so.

- 6.1 Employees must submit a request for annual leave through LUSA's software system for each day they would normally work (excluding University Holidays and Public Holidays). The request will then be submitted to the General Manager for approval. If approved, the leave will be recorded and updated on LUSA' payroll system, and the employee will be notified. If the leave request is declined, the employee will be notified.
- 6.2 If an employee goes on leave without making a leave request, the General Manager is able to arrange for the leave to be entered into the payroll system on the employee's behalf.
- 6.3 If circumstances change and the employee no longer wishes, or is unable, to take the approved leave, the employee can ask the General Manager to remove the request; except where the leave is part of an agreed leave plan, or an employee has been directed by the General Manager to take leave to reduce an excessive leave balance.
- 6.4 Where an employee who is on annual leave becomes sick, is required to care for a dependent

relative or suffers a bereavement, then the period of sickness or bereavement may be taken as sick or bereavement leave in accordance with the employee's employment agreement. Annual leave recommences once the sick person is well again, or the bereavement leave period is over.

6.5 Subject to prior approval by the General Manager, an employee may anticipate annual leave before it becomes an entitlement. This approach is encouraged to dissuade future leave accumulation. If an employee ceases employment with a negative annual leave balance however, the leave owing will be deducted from the employee's final pay.

Excessive Accruals of Leave

6.6 An excessive leave threshold constitutes the equivalent of 187.50 hours (5 weeks EFT at 37.5 hours per week). If an employee exceeds the excessive leave balance, the General Manager will work with them to develop an annual leave leave plan to reduce annual leave balances to an appropriate level.

7. Leave Without Pay

7.1 Employees may request to take leave without pay (unpaid leave). Requests for unpaid leave must be submitted through LUSA's payroll system and will be reviewed and approved or declined by the General Manager.

7.2 Employees who have TOIL and/or have reached the excessive leave threshold must use either before unpaid leave will be granted

8. Sick Leave

8.1 Employees are entitled to 10 days sick leave per year which comes into effect after six months of continuous employment.

8.2 If employees are sick or injured, they must notify the General Manager within 30 minutes of their normal starting time, or as soon as possible on the day of their illness or injury.

8.3 When an employee has been sick for three continuous days of their normal workdays then a medical certificate must be obtained and provided to the General Manager.

8.4 The General Manager may also request a medical certificate when an employee has taken frequent sick leave within a period where days may not have been continuous.

8.5 Employees are responsible for entering their sick leave into LUSA's payroll system prior to the next pay run. The General Manager may also enter sick leave on behalf of an employee.

8.6 Sick leave entitlement can also be used if an immediate family member (such as a child) who is dependent on the employee, becomes sick or injured and the employee is required to care for that person.

8.7 Subject to prior written approval by the General Manager, an employee may utilise up to 50% (5 days) of sick leave before it becomes an entitlement. If an employee ceases employment with a negative sick leave balance, or before their entitlement becomes available, the sick leave owing will be deducted from the employee's final pay.

9. Bereavement/Tangihanga Leave

9.1 Bereavement leave on full pay will be granted to employees to enable them to meet any obligations and/or to pay their respects to a deceased person with whom they have 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). This will also include leave to attend hura kohatu (unveilings), kawe mate (reenactment of Tangihanga), memorial services or maumaharatanga.

9.2 Employees must apply for bereavement leave through LUSA's payroll software prior to the commencement date (if possible) otherwise as soon as the employee returns from leave. The General Manager may also enter bereavement leave on behalf of an employee.

9.3 The General Manager will review each application for bereavement leave and take into

consideration the closeness of the association with the deceased, cultural elements, whether the employee has had to take significant responsibility for any or all the arrangements to do with the ceremony and the amount of time needed to for such responsibilities/obligations. If paid bereavement leave is not appropriate, then annual leave or leave without pay may be granted.

9.4 If the bereavement occurs while the employee is already absent on another type of leave (e.g. annual leave or sick leave) the bereavement leave may supersede the existing leave. This provision will not apply if you are on any type of leave without pay.

9.5 Bereavement leave entitlements are noted in each employee's employment contracts and will come into effect after six months of continuous employment.

9.6 Subject to prior written approval by the General Manager, an employee may utilise bereavement leave before it becomes an entitlement. If an employee ceases employment before the bereavement leave entitlement comes into effect (six months of continuous employment), any bereavement leave used will be deducted from the employee's final pay

10. Other Types of Leave

All other types of leave (domestic violence leave, paternity leave, etc.) will be considered as per the terms set out in the individuals employment agreement.

11. Review

11.1 This policy shall be reviewed biennially.

11.2 The LUSA Executive may change the policy in the interim.

12. Links to Relevant Resources

- [Holidays Act 2003](#)
- [Wages Protection Act 1983](#)
- [Employment Relations Act 2000](#)