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7 December 2022

s 9(2)(a)

By email: **s 9(2)(a)**
Ref: H2022016525

Tēnā koe **s 9(2)(a)**

Response to your request for official information

Thank you for your request under the Official Information Act 1982 (the Act) to Manatū Hauora (the Ministry of Health) on 8 November 2022 for information regarding staff leave at Manatū Hauora. Each part of your request is responded to below:

This is a request for Official Information under the Official Information Act 1982 in relation to Staff Leave entitlements.

We request the following information:

How many days of annual leave or paid time off (such as departmental holidays or supplementary leave), in excess of the statutory four weeks leave, do your staff receive?

Manatū Hauora has a range of entitlements starting at 22 days, but this is dependent on the agreement the employee is covered by. Please refer below to the agreements and their entitlements covered by Manatū Hauora:

Public Service Association Collective Agreement and Ministry of Health Individual Employment Agreement

Annual leave

Employees covered by the Public Service Association Collective Agreement or the Ministry of Health Individual Employment Agreement, are entitled to a minimum of 22 days of paid annual leave for each completed year of full-time service, pro-rated to reflect the employee's working week. Employees are entitled to 25 days annual leave after five continuous years' service.

Ministry of Health Senior Individual Employment Agreement

Annual leave

Employees covered by the Senior Individual Employment Agreement are entitled to 22 days of paid annual leave at the completion of the first year of service with Manatū Hauora and yearly thereafter for each complete year of service. Upon completing three years' relevant continuous service, the employee will be entitled to 25 days of paid annual leave in total per annum (This is inclusive of recreation leave).

Recreation Leave

Employees are entitled to paid recreation leave of one day after the completion of each six-month period of employment.

Mirror Individual Employment Agreement of previous Association of Salaried Medical Specialists Collective Employment Agreement (collective expired)

Annual leave

Employees covered by this agreement are entitled to 23 days annual leave for each completed year of full-time service, pro-rated to reflect the employee's working week. Employees are entitled to 25 days annual leave after five years of continuous service.

When was the amount of annual leave or paid time off (in excess of four weeks) allocated to each employee last increased?

The amount of annual leave allocated to each employee was last increased by two days on 13 December 2017 and only affected those on specific employment agreements. This occurred when the entitlement of two Director-General days per annum was retired and replaced with two days annual leave.

If any additional leave or paid time off entitlements have been given in the past two years, please provide a reason as to why.

All permanent employees who commenced work with Manatū Hauora before 1 June 2020 and fixed term employees who commenced work with Manatū Hauora before 1 June 2020 (if the fixed term was for a minimum of 12 months) were provided one appreciation day (one paid day of leave).

All permanent staff who commenced work with Manatū Hauora before 1 June 2021 and fixed term employees who commenced work with Manatū Hauora before 1 June 2021 (if the fixed term was for a minimum of 12 months) were provided two appreciation days (two paid days of leave).

The appreciation days provided to staff was a way to encourage them to take some time out from work and focus on their wellbeing because of the significant work demands related to the COVID-19 health response during 2020 and 2021.

Please indicate whether the above additional entitlements are temporary or will continue next year and/or for the foreseeable future.

The appreciation days were one-off entitlements for 2020 and 2021 only. This year staff will not be provided with any appreciation days.

If different employees receive different entitlements to additional leave, please indicate the number of staff receiving each entitlement.

E.g., 5 Days - XX employees, 6 days - XX employees, 7 Days XX employees

The tables below outline the number of staff (based on headcount) as of 31 October 2022 that receive excess of the statutory four weeks annual leave in Manatū Hauora and Te Aho o Te Kahu, Cancer Control Agency.

Manatū Hauora

Number of days in addition to 4 weeks	Number of staff
2	421
3	2
5	331
6	1

Te Aho o Te Kahu, Cancer Control Agency

Number of days in addition to 4 weeks	Number of staff
2	30
3	1
5	26
7	1

What is the total annual cost of providing leave entitlements beyond the four weeks required by law?

The tables below outline the total cost per annum (based on headcount) as of 31 October 2022 for providing the leave entitlements beyond the four weeks in Manatū Hauora and Te Aho o Te Kahu, Cancer Control Agency.

Manatū Hauora

Number of Days in Excess of 4 Weeks	Annual Cost
2	\$352,083
3	\$5,782
5	\$837,832
6	\$3,691
Total	\$1,199,388

Te Aho o Te Kahu, Cancer Control Agency

Number of Days in Excess of 4 Weeks	Number of Staff
2	\$23,465
3	\$1,725
5	\$66,715
7	\$2,695
Total	\$94,600

If there have been additional entitlements in the past two years (e.g., an extra paid day off over the Christmas break), what is the estimated cost of providing this?

The total costs of the staff appreciation days offered in 2020 were not captured centrally. Therefore, this part of your request is refused under section 18(e) as the information requested does not exist or, despite reasonable efforts, cannot be found. However, the costs of providing the staff appreciation days in 2021 was \$1,062,627 based on staff who had the leave approved through the staff kiosk. This is based on \$1,027,840 (Manatū Hauora staff) and \$34,787 (Te Aho o Te Kahu, Cancer Control Agency staff).

I trust this information fulfils your request. Under section 28(3) of the Act, you have the right to ask the Ombudsman to review any decisions made under this request. The Ombudsman may be contacted by email at: info@ombudsman.parliament.nz or by calling 0800 802 602.

Please note that this response, with your personal details removed, may be published on the Manatū Hauora website at: www.health.govt.nz/about-ministry/information-releases/responses-official-information-act-requests.

Nāku noa, nā



Celia Wellington
Deputy Director-General
Corporate Services | Te Pou Tiaki