

15 August 2019

[REDACTED] *Withheld under s9(2)(a) of the OIA*

Dear [REDACTED] *Withheld under s9(2)(a) of the OIA*

I refer to your official information request, received by Education New Zealand (ENZ) on 24 July 2019. This response relates to your request, as follows:

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

ENZ provides its New Zealand-based employees the following leave entitlements:

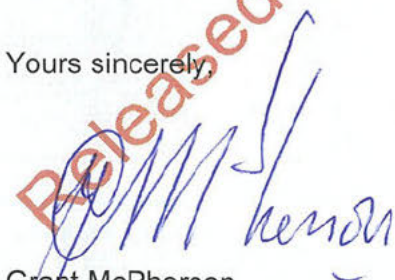
- Annual leave – 25 days per annum
- Sick leave – 10 days per annum
- Bereavement leave – up to 5 days per bereavement per annum
- ENZ does not offer any extra days as compensation for the Christmas shutdown period. Employees are required to take annual leave or leave without pay over this period.
- Employees can request to cash up to 5 days annual leave entitlement per year, provided they have taken sufficient leave in the previous year.

If you wish to discuss this information with us, please feel free to contact Mel Blake-Palmer, Senior Advisor Governance on [REDACTED] or melanie.blake-palmer@enz.govt.nz

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Please note, Education New Zealand now proactively publishes OIA responses. Your name and contact details will be removed from this response before it is published on our website.

Yours sincerely,



Grant McPherson
Chief Executive
Education New Zealand