

In 2009, Cabinet agreed maximum leave provisions for the Public Service.

For annual leave, the maximum entitlement is 25 days per annum, inclusive of the statutory minimum four weeks annual plus five days of other leave (departmental, community, wellness, other annual) after completing five years of service. Some entitlements predate the introduction of the leave maxima, and may exceed the maxima for that reason.

Minimum annual leave entitlement

40 percent of agreements (39 percent of full time equivalents (FTE)) provide employees with a minimum entitlement of 20 days:

- agreements which include a minimum entitlement of 23 days (19 percent of agreements) tended to cover larger workforces (28 percent of FTE)
- leave entitlements are not always uniform within agreements – 13 percent of agreements (17 percent of FTE), specified different minimum entitlements for different workforces

Maximum annual leave entitlement

Most agreements, 58 percent, covering 66 percent of FTE specify the maximum entitlement allowable under the leave maxima (25 days). 25 percent of agreements (19 percent of FTE) specified 22 days.

The above data only includes “annual leave”, but many agreements also include an entitlement to “departmental days”.

Time to reach maximum annual leave entitlement

Employees who are entitled to more annual leave after a period generally receive an increased entitlement after five years’ service, in line with the leave maxima.

- Most agreements (62 percent) specify five years service is required to reach the maximum entitlement.
- Eleven percent of agreements provide an increased entitlement after six years service.
- Twenty-three percent of agreements specify either fewer than five years to reach the maximum entitlement or the entitlement doesn’t increase with tenure.

Departmental days

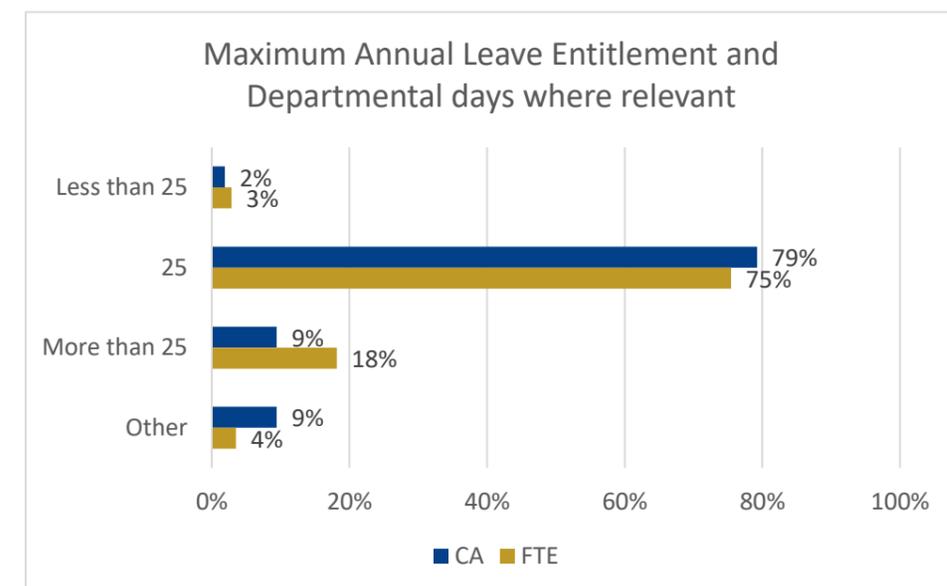
Departmental, or Ministry, days are paid leave taken by employees at a time of the employer’s choosing, usually at the time of a closedown, and most commonly around Christmas and New Years’ public holidays.

- About half of all agreements (49 percent) include departmental day entitlements.
- Three quarters of those (36 percent overall) state that these days are to be taken during a December closedown.

Departmental days count towards the maxima for annual leave.

Looking at annual leave and departmental days combined:

- 79 percent of agreements provide maximum of five weeks annual leave.
- Only two percent of agreements provide less than five weeks annual leave.


DISCLAIMER

This covers only Public Service collective agreements which were current and available as at 1 December 2022 including agreements which may have expired but remained in force at the time. This data was collected from collective agreements provided from Departments and Departmental Agencies which does not include IEA terms and conditions or any internal HR policies.