



1. Purpose

The purpose of this Leave Policy (**Policy**) is to provide clarity and guidelines on the various types of leave available to Wolters Kluwer workplace participants in New Zealand. Wolters Kluwer Asia Pacific is committed to developing a flexible environment that fosters the ability of every employee to balance work and their important family/life responsibilities. All Wolters Kluwer Asia Pacific permanent regular employees accrue paid time off work for holidays, sickness and the need to balance family/life responsibilities.

Wolters Kluwer Asia Pacific's leave policy balances the need for flexibility with the needs of business imperatives. Employees are encouraged to give as much prior notice as possible to ensure that the operational needs of the organisation can be met. In situations where Wolters Kluwer Asia Pacific initiates paid leave, (example: Christmas Shutdown) at least one month's notice will be given to allow for personal planning.

2. Application

This policy applies to all New Zealand employees, whether full-time or part-time, casual or temporary of Wolters Kluwer Asia Pacific (**Wolters Kluwer**). Eligibility for each type of leave in this policy will be further elaborated in the relevant leave sub-sections. In this Policy, all people to whom the Policy applies are referred to as "employee".

2.1. Definitions

Leave is accrued time off work for the purposes of holiday, sickness and the need to balance

Payment for leave For leave with pay, leave is calculated based on the individual's ordinary rate of pay plus any applicable loadings.

Wolters Kluwer Asia Pacific will not pay leave in advance unless otherwise required by legislation

De-facto partner of n employees:

- means a person who, although not legally married to the employee, lives with the workplace participant in a relationship as a couple on a genuine domestic basis (whether the workplace participant and the person are of the same or different sex); and
- Includes a former de facto partner of the employee.

Immediate Family means:

- A spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the workplace participant;
- A child, parent, grandparent, grandchild or sibling of a spouse of the workplace participant.

Spouse includes a former spouse;

Medical Certificate means a certificate signed by a medical practitioner;

Medical Practitioner means a person registered, or licensed, as a medical practitioner under law that provides for the registration or licensing of medical practitioners;

Notice means a reasonable period of time from when a workplace participant requests leave and the intended leave dates to allow for the workplace participant and the manager to accommodate both business and personal needs;

Notice Period means the set period of time (as contractually agreed) between the date of resignation by a workplace participant and termination of the contract of employment;

3. Policy & Procedure

3.1. Annual leave

Annual leave is paid leave, usually for the purposes of holidays.

3.1.1. Entitlement

All full-time employees are entitled to a minimum of 20 working days paid annual leave after 12 months of service. Part-time workplace participants are entitled to paid Annual Leave, paid on a pro-rata basis of full time workplace participants.

Reasonable notice must be given when applying for annual leave.

3.1.2. Accrual of Annual Leave

Accrual of leave, which is in excess of 30 days, is not permitted.

Wolters Kluwer encourages employees to take annual leave to assist in maintaining a healthy and safe work environment.

Upon resignation, retirement or termination an employee is entitled to payment of all outstanding annual leave. If annual leave has been taken in advance of accrual, this will be deducted from the employee's final termination pay.

3.1.3. Accessing the leave

Annual leave requests can be made through Connx.

All employees should be aware that they are required to take available leave within 6 months of entitlement becoming due.

After 3 months continuous service annual leave may be applied for on a pro-rata basis.

Approval will be at the discretion of your manager based on your needs, an assessment of business needs and the availability of team members to cover the absence and whether there are other team members on planned leave at the same time.

3.1.4. Requirement to Take Paid Annual Leave

Any accrual of annual leave in excess of 30 days is considered excessive. A workplace participant with an accrual in excess of 30 days may be directed by their manager to take a period of leave.

3.1.5. Interaction with Other Leave/Public Holidays

For illness during annual leave please see [Sick Leave](#).

If the period during which a workplace participant takes paid Annual leave includes a day or part-day that is a public holiday in the place where the workplace participant is based for work purposes, the workplace participant is taken not to be on paid Annual leave on that public holiday.

3.1.6. Leave in Advance of Accrual

New hires who may have not sufficient accruals to take Annual Leave and had pre-arranged commitments may request Leave in Advance of Accrual. Any request for 'Leave in Advance' by a new hire which is agreed to by the line manager must be included in the employment offer.

Subject to the satisfactory completion of 12 months' service, both full-time staff and part-time staff who work fixed hours are entitled to take their annual leave entitlement in advance of the accrual calculation.

This means that you may take annual leave in consideration of your personal requirements, the needs of your department and your job function priorities, without the impediment of accrual requirements.

However, should you take leave on this basis and resign before accruing a leave entitlement equal to or greater than the leave taken, then you will be required to have your final pay adjusted accordingly.

An authority for such an adjustment if necessary would need to be signed prior to leave being taken under the advance leave provision. This is done via a checkbox on the Leave Form

3.1.7. Leave During Notice Period

Wolters Kluwer reserves the right to withdraw any agreement to approve Annual Leave where a workplace participant has resigned and had obtained prior approval for annual leave that falls within their notice period. Taking of this approved annual leave would in effect reduce the agreed notice period in their employment contract.

Various options which could be considered by Wolters Kluwer:

- Allow the person to take the leave and then extend the notice period by a suitable period to meet the business needs for a planned handover; or
- Withdraw approval for all or part of the leave.

3.2. Bereavement / Tangi leave

Bereavement / Tangi leave is paid leave for Full-time and Part-time permanent employees when a member of the employee's immediate family or household passes away.

Notice must be given to your manager as soon as practicable and must advise of the period, or expected period of leave required. The workplace participant should update their manager on any changes whenever possible.

3.2.1. Entitlement

A workplace participant will be granted:

- Up to two days paid leave may be granted; or
- Up to five days paid leave may be granted if an employee must travel overseas/interstate.

This is subject to approval from your Manager.

3.2.2. Accessing the leave

Bereavement leave requests can be made through Connx.

3.2.3. Interaction with Other Leave

A workplace participant is not entitled to take paid Bereavement leave while he or she is taking unpaid Parental Leave.

3.2.4. Evidence

A Workplace participant may be requested to provide evidence that the leave is taken for a reason or permissible occasion as specified above.

3.3. Sick Leave

Sick Leave is provided to all full time and part time employees where an employee is unable to report for work as a result of either personal illness/injury,

Personal Leave is provided to workplace participants in order for them to recover from illness before returning to work. Where an employee is unable to return to work, there are other options available such as the Group Salary Continuance Insurance Scheme. For further information, please contact your local HR Manager.

Sick leave shall be paid for at the employee's ordinary rate of pay for that day and may be accumulated to a maximum of 120 days.

3.3.1. Entitlement

After 3 months' continuous service the employee shall, in respect of each successive year of service, be entitled to one of the following sick-leave entitlements:

- For those employees working a 36-hour week, 72 hours' sick leave.
- For those employees working a 40-hour week, 80 hours' sick leave.

Sick Leave shall not apply to any absence covered by the Accident Compensation Act 1982 and amendments.

The sick leave entitlements shall not form a part of any benefit payable on the termination of the employment. Sick pay for a day shall be calculated according to the number of working hours for which the employee's ordinary daily hours are paid.

The provisions of this clause are inclusive of and not in addition to the special leave provisions contained in the Holidays Act Amendment Act 1991.

3.3.2. Accessing Sick Leave

Sick leave requests can be made through Connx.

The employee shall ensure that notice of illness is given to the employer on the morning of the first day of absence due to illness, and shall notify the employer as soon as possible as to when he or she is likely to return to work.

If a workplace participant is on personal leave for more than 2 working days reasonable evidence typically in the form of a medical certificate (for both Sick Leave) must be supplied. Evidence may also be required in any of the following situations:

- If personal leave is taken before or after a public holiday or a rostered day off; or
- If the line manager identifies a regular pattern of absence.

3.3.3. Evidence

Where evidence is required or requested, and not supplied, Wolters Kluwer can choose to decline to make a personal leave payment. Wolters Kluwer reserves the right to appoint a Company Doctor to assess any workplace participant who states they have a medical condition which they believe is having an impact on their work performance. All costs for this assessment will be paid for by Wolters Kluwer. Any reports prepared by a company doctor shall remain the property of Wolters Kluwer.

3.3.4. Interaction with Other Leave/Public Holidays

If a workplace participant becomes ill whilst on Annual leave, and produces a medical certificate, then the Annual leave accrual will be adjusted for the period of the illness (up to the full extent of personal leave entitlement), and the personal leave accrual will be reflected in the entry.

If the period during which a workplace participant takes paid personal/carer's leave includes a day or part-day that is a public holiday in the place where the workplace participant is based for work purposes, the workplace participant is taken not to be on paid personal/carer's leave on that public holiday.

3.4. Domestic Leave

Domestic Leave is paid leave taken out of the employee's sick leave entitlement to care for family members who are ill and require care. Please refer to Sick Leave for entitlements and conditions.

3.4.1. Accessing the leave

Long Service Leave requests can be made through Connx.

Approval will be at the discretion of your manager based on your needs, an assessment of business needs and the availability of team members to cover the absence and whether there are other team members on planned leave at the same time.

3.4.2. Entitlement

The workplace participant must have served a period of continuous employment to qualify for the leave as required by legislation.

A full-time employee shall be entitled to special holidays as follows:

- one special holiday of two weeks after the completion of 10 years' current continuous service and before the completion of 15 years' current continuous service with the same employer;

- one special holiday of two weeks after the completion of 15 years' current continuous service and before the completion of 20 years' current continuous service with the same employer;
- one special holiday of three weeks after the completion of 20 years' current continuous service and before the completion of 30 years' current continuous service with the same employer;
- one special holiday of four weeks after the completion of 30 years' current continuous service and before the completion of 40 years' current continuous service with the same employer;
- one special holiday of five weeks after the completion of 40 years' current continuous service with the same employer.

All such special holidays provided for shall be on ordinary pay as defined in the Holidays Act 1981 and its amendments, and may be taken in one or more periods and at such time or times as may be agreed by the employer and the employee.

If an employee having become entitled to a special holiday leaves his or her employment before such holiday has been taken, he or she shall be paid in lieu thereof.

Notwithstanding the provisions of this clause, an employee may, upon becoming entitled to a period of special leave for long service elect to receive payment in lieu of taking the long service holiday.

Part-time employees shall be entitled to the leave provided on a pro-rata basis.

3.5. Community Service Leave

Employees are entitled to take leave to carry out certain community service activities such as:

- Jury service (including attendance for jury selection);
- A Volunteer Forces Leave.

3.5.1. Entitlement

Employees called for Jury Duty will be on paid leave for the duration of the service.

Employees who apply for Volunteer Forces Leave will be provided up to 3 days paid leave to attend community emergencies.

3.5.2. Accessing Community Service Leave

Community Service Leave can be made through the Connx.

Approval for Community Service Leave will be approved on a case-by-case basis, taking into account an assessment of business and community needs.

Jury Service	Approval will be granted for the period required to fulfil your obligation.
Volunteer Service	Approval may be granted if you are a volunteer fire fighter and/or emergency services personnel

3.5.3. Payment

In some circumstances, employees who attend jury duty may receive payment(s) from the court. Wolters Kluwer Asia Pacific will pay to employees, who attend for jury duty, their regular weekly salary (including commission and bonuses) less the amount of any payment(s) received from the court. In order for Wolters Kluwer Asia Pacific to process this payment, the employee must provide to the pay office evidence of any payment(s) received, or the amount of any payment he/she is to receive, from the court.

3.5.4. Notice

Notice has to be given as soon reasonably practicable and should advice of the period, or expected period of the leave.

3.5.5. Evidence

Reasonable evidence that the employee is entitled to the leave may be requested by management.

3.6. Leave Without Pay

Leave without Pay is unpaid leave authorised at the discretion of Wolters Kluwer when a person has exhausted their accrued leave balance or entitlements for paid leave. A workplace participant may request leave without pay for special personal reasons, exceptional circumstances such as to care for oneself or a sick family member or for a career break after at least one year of continuous employment with WKAP.

3.6.1. Accessing Leave Without Pay

Leave Without Pay can be made through Connx.

Leave without pay is not granted where any annual holiday or long-service leave entitlement exists, however it may be taken in conjunction with annual or long-service leave, or both.

Approval for Leave without Pay is at the absolute discretion of Wolters Kluwer and may be based on assessment of business needs, workplace participant's leave history, length of service and due consideration given to the personal circumstances. Approval must be given by the workplace participant's direct manager, functional head and Human Resources Director.

3.6.2. Entitlement

Employees are entitled for the following:

- four weeks' unpaid leave after the completion of one year's current continuous service and before the completion of five years' current continuous service; and,
- 2. four weeks' unpaid leave after the completion of each successive five-year period of current continuous service and within the ensuing five years.

3.6.3. Notice

Applications for leave without pay must be made at least three months in advance of the date on which the leave without pay is to be taken.

3.6.4. Interaction with Other Leave

Leave Without Pay can only be accessed if all other paid leave has been exhausted.

3.6.5. Evidence

A Workplace participant may be requested to provide evidence that the leave is taken for the reason specified.

3.7. Parental Leave

Parental leave is leave which is available to an employee when they/their partner are either having a baby, adopting a baby or to enable the employee to become the primary care-giver. Parental leave may be paid, unpaid or a combination of both.

All permanent full-time and part-time employees (and in some circumstances certain casual employees) who have been employed at Wolters Kluwer Asia Pacific for a minimum of 6 months are eligible for parental leave.

There are 2 types of parental leave available:

- Maternity Leave (Primary Carer) - where the parent is the primary carer of the baby; and,
- Paternity Leave (Secondary Carer) - where the parent is the secondary carer of the baby.

Total parental leave may include:

1. Up to 10 days' special unpaid leave for a female employee for reasons connected with pregnancy, eg, antenatal classes;

2. Maternity leave of up to 14 weeks for female employees during the time the baby is due. All mothers are entitled to 8 weeks unpaid leave after the expected date of delivery.;
3. Up to 2 weeks' unpaid paternity leave for male employees about the time of the birth or adoption of a child. (This would be in addition to 3 days' paternity leave on full pay which is available to male partners about the time of birth or adoption of a child.); and,
4. Extended leave by either partner or shared between two partners which may last up to a total of 52 weeks including maternity leave. Special or paternity leave can be added to this.

3.7.1. Eligibility

Wolters Kluwer Asia Pacific will grant unpaid parental leave to you because of pregnancy or adoption if:

- you have been employed continuously for the 6 months preceding the expected delivery date, or the date of assuming care of an adopted child;
- you have been employed for a minimum of 10 hours per week for those 6 months; and,
- you have made written application to your manager at least 3 months before the expected date of delivery. This application is to be accompanied by a doctor's certificate stating the expected date of delivery. In the case of adoption you must give notice of the date you first intend to assume care of the child.

If you meet these requirements you will be granted unpaid leave, but this does not necessarily mean your position will be held open. Please refer to clause 3.7.4.

3.7.2. Responsibility

The employee applying for parental leave is responsible for:

- ❖ Filling out a Leave Application form and supplying Wolters Kluwer with a letter requesting parental leave, clearly outlining the dates and duration of leave; (please refer to the Parental Leave Application Form - Parental Leave Information)
- ❖ Supplying Wolters Kluwer with at least 12 weeks' notice before the date of confinement, with either a medical certificate confirming the pregnancy or evidence of adoption; date of birth of the child or estimated date of adoption;
- ❖ Contacting the line manager if anything unforeseen occurs with the pregnancy/adoption;
- ❖ Asking for permission in writing from the line manager if the employee wants to perform other work once in unpaid parental leave;
- ❖ Giving Wolters Kluwer at least 4 weeks' notice in writing if employee wants to extend or shorten the period of parental leave (up to a maximum of 52 weeks including any other type of leave taken consecutively);
- ❖ Giving Wolters Kluwer at least 6 weeks of written notice for confirmation to return to work.

3.7.3. Accessing Maternity Leave

Maternity leave begins:

- on the date of confinement, or
- in the case of adoption, on the date on which care of the child is first assumed.

Leave may begin earlier:

- on a date chosen by the mother, provided that it is less than six weeks before the expected date of delivery or date of assumption of care of a child, and provided that 8 weeks written notice is given;
- on a date agreed with the employer;
- on a date specified by a doctor or midwife in a written certificate, when that doctor or midwife considers that leave should begin before the expected date of delivery; or
- on a date determined by the employer when the woman is unable to work safely or adequately because of her pregnancy.

When applying for primary carers parental leave the employee must supply Wolters Kluwer Asia Pacific with the following:

- Either a medical certificate from a qualified medical practitioner confirming the pregnancy and the estimated date of delivery (supplied at least three months before the date of delivery) or evidence of the adoption and estimated date of adoption (supplied at least 3 months before the date of adoption).

- A letter requesting parental leave, clearly outlining the dates and duration of the leave.

When applying for secondary carers parental leave the employee must supply Wolters Kluwer Asia Pacific with the following:

- A statutory declaration, stating the period of leave, required to become the secondary carer of the child, and details of any other leave applied for by the employee's partner (supplied at least 3 months before the date of birth/ adoption).

If you are entitled to annual leave, it may be taken instead of the unpaid parental leave period. However, the total amount of leave able to be accessed for primary care parental leave must not exceed 52 weeks.

3.7.4. Leave Payments

Paid parental leave is a government-funded entitlement paid to working mothers for up to 12 weeks while they take parental leave from their job(s).

These payments go towards the loss of income that working mothers experience when they take parental leave from work to care for a new baby.

For further information regarding qualifying and applying for this entitlement, please contact the Payroll Manager.

3.7.5. Other work whilst on parental leave

Permission must be sought in writing from your line manager to perform other work (for either Wolters Kluwer Asia Pacific or another organisation) once the employee is accessing the unpaid parental leave benefit.

3.7.6. Keep in touch program

While an employee is on parental leave, their manager shall be responsible for keeping the employee abreast of significant developments. This may involve the manager sending e-mails, company journals, invitations to relevant events and other documents and events of interest to the workplace participant on leave.

The manager will also be responsible for implementing a "Back To Work" program for the workplace participant prior to them returning to work. This will enable the employee and company to feel comfortable as to what tasks and responsibilities the employee will be performing on their return to work.

Please note on ending parental leave workplace participant is entitled to:

- pre-parental leave position or
- If position does not exist, an available position for which the workplace participant is qualified and suited nearest in status and pay to the pre-parental leave position.

If the Company is unable to hold your position open, then you will be granted first option of employment if a suitable (ie, substantially similar) position becomes vacant for a period of up to 6 months after your leave finishes. The decision as to whether a job can be held open will be taken by General Management and it will depend upon the nature of the work and the training required in relation to that position.

3.8. Special Paid Leave

Employees may be eligible for Special Paid Leave in extraordinary circumstances where agreed to by your manager, Functional Head and the Human Resources Director. For eligibility, please refer to your Human Resources Manager or your direct manager.

3.8.1. Accessing Leave With Pay

Approval for Special Paid Leave is at the absolute discretion of Wolters Kluwer and may be based on assessment of business needs, workplace participant's leave history, length of service and due consideration given to the personal circumstances. Approval must be given by the workplace participant's direct manager, functional head and Human Resources Director.

3.8.2. Notice

Reasonable Notice should be given if a workplace participant wishes to take Special Paid Leave and should advise of the period, or expected period of the leave.

3.8.3. Evidence

A Workplace participant may be requested to provide evidence that the leave is taken for the reason specified.

3.9. Trade Union Leave

This is paid leave for Officers of the NZAEPMU to attend approved courses conducted by the Trade Union Training Authority (as provided for in the collective agreement).

3.10. Study Leave

Please refer to the Study Assistance Policy.

4. References

- Holidays Act 1981
- Study Assistant Policy

5. Revisions

Date of Last Review:	Revision Description
3 July 13	<ul style="list-style-type: none">• Formatting• Inclusion of Application, Policy & Procedure content - Definitions and References