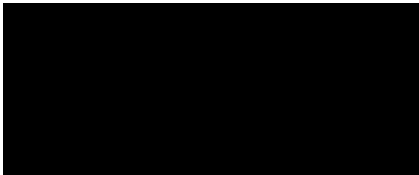




14 August 2019



Thank you for your email of 24 July 2019 to the Ministry of Education requesting the following information:

- 1. 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?*

Your request has been considered under the Official Information Act 1982 (the Act).

We have identified two documents in scope of your request. Please find attached the Ministry's Leave Policy as well as an excerpt of the Leave Guidelines (as per section 16(1)(e) of the Act).

Please note, we are currently reviewing the leave guidelines to reflect changes in practice and in legislation (i.e. Domestic Violence leave).

Please note, the Ministry now proactively publishes OIA responses on our website. As such, we may publish this response on our website after five working days. Your name and contact details will be removed.

Thank you again for your email. You have the right to ask an Ombudsman to review this decision. You can do this by writing to info@ombudsman.parliament.nz or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely

Karen Dawson
Acting Deputy Secretary
Business Enablement and Support