

UNPAID LEAVE POLICY ERJ 6.12.2

PURPOSE

Edmund Rice Justice Aotearoa New Zealand Trust is committed to balancing the needs of its employees with those of Edmund Rice Justice Aotearoa New Zealand Trust and recognises that on occasions some employees may need to take special unpaid leave.

The purpose of this policy is to outline Edmund Rice Justice Aotearoa New Zealand Trust 's policy and related processes for applying for and taking unpaid leave.

SCOPE

This policy applies to all employees of Edmund Rice Justice Aotearoa New Zealand Trust.

POLICY

- Generally, unpaid leave will only be considered by Edmund Rice Justice Aotearoa New Zealand Trust where an employee's circumstances are exceptional.
- Where available, an employee's accrued annual and long service leave will be utilised before unpaid leave will be considered.
- Where an employee takes unpaid leave, other leave entitlements will cease to accrue for the period of that unpaid leave.

AUTHORISATION

Chair

19th May 2014

Edmund Rice Justice Aotearoa New Zealand Trust

Policy number	ERJ 6.12	Version	2
Drafted by	Paul Robertson	Approved by Board on	
Approval Body	ERJANZ Trust Board	Scheduled review date	March 2016

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RESPONSIBILITIES

The Financial Administrator is responsible for ensuring that:

- leave records for each employee are established and recorded;
- unpaid leave procedures are observed across the organisation; and
- applications for unpaid leave are processed as soon as possible.

The Human Resources Co-ordinator is responsible for:

- adhering to this policy when approving applications for leave without pay; and
- discussing all applications for unpaid leave with the employee as soon as possible.

Employees are responsible for:

- adhering to the provisions of this policy when making an application for unpaid leave; and
- initiating leave applications by completing and submitting the appropriate leave documentation.

PROCESSES

Employees must submit applications for leave without pay to the appropriate manager for review.

Applications for unpaid leave should be made as soon as the employee knows that they intend to take leave.

Upon receiving an application for unpaid leave, the employee’s manager should consider all of the circumstances surrounding the request, and make a decision in consultation with the Human Resources Department and, if necessary, the CEO.

Prior to granting unpaid leave which extends beyond one week, managers must obtain the approval of the Executive Office.

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The conditions under which an employee is granted unpaid leave are to be documented by the HR Co-ordinator in the form of the template memo in Appendix A of this policy. A copy of this memo is to be provided to the employee and filed in their personnel file.

RELATED DOCUMENTS

- Leave policies

LEGISLATION & AWARDS

- *???? ask David Ivory*

[INSERT REFERENCE TO APPLICABLE INDUSTRIAL INSTRUMENTS]

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