

Our ref: 19-41

1 August 2019

[REDACTED]  
Email: [REDACTED]

Dear [REDACTED]

### OFFICIAL INFORMATION ACT REQUEST – LEAVE ENTITLEMENTS

I refer to your email of 24 July 2019 requesting the following under the Official Information Act 1982. My response under each item of information requested is as follows:

**1. How many days of each leave type do you provide to your employees? (Annual leave, sick leave, special leave, etc.)**

Annual leave: 5 weeks per year.

Sick leave: 10 days per year for the first 2 years of service, and then 15 days per year.

Special leave: this is granted at the manager's discretion based on the circumstances. Staff do not have an entitlement.

**2. Can staff purchase additional leave? If yes, how many days?**

Yes there is provision for staff to purchase additional leave if they wish. There is no cap on this, but the arrangement should be agreed with the manager in advance (for a year at a time) and the leave must be taken within the year it was accrued so there is no ongoing liability.

**3. Do you offer extra days (council days, etc.) as a compensation for Christmas shutdown period? If yes, how many days?**

Our office shuts down over the Christmas/New Year period, and this is covered by the annual leave entitlement policy.

Yours sincerely

[REDACTED]  
Jeremy France  
Deputy Chief Executive Corporate Services  
Education Review Office | Te Tari Arotake Mātauranga  
National Office | Tari Matua  
[REDACTED]