



Anyone else wondering just how it got to be December already?! 2021 has been full of disruptions and uncertainty, so in some ways it's a welcome relief to get to the end year and have a chance to recharge.

Before heading out of the office for the holiday period, here are some tips to ensure the processing of pay runs smoothly. Because it'd be good to know it's all set up correctly so you can relax, right?!

## Tips for Processing Pay over the Holidays

- **Check these details:**
  - employees are set up correctly
  - current leave balances, daily and hourly rates of holiday pay and relevant daily pay rates are correct
  - allowances are correctly attracting holiday pay (some do not)
  - availability to cash up if there are any requests
- **Ask staff to put in their leave applications and cash up requests early** in case you run into issues that need sorting before any Christmas shutdowns

(These need to be requested in writing for good record keeping)

- **Communicate the following early and clearly with staff, including:**
  - notifying them of shutdowns at least 14 days prior
  - when their pay will be processed during the Christmas period
  - rosters for the Christmas period (if any)
- **Employees who don't have enough leave for the Christmas period.** There are different rules for those that have been employed for less than one year and more than one year. Rule of thumb is DO NOT pay leave in advance.
- **Managing public holidays.** Public Holiday Rules depend on the day that employees normally work:
  - If employees normally work Monday to Friday, then their public holiday is Monday and Tuesday.
  - If employees normally work on Saturday and Sunday, then their public holiday is Saturday and Sunday.
  - Please note employees are entitled to each public holiday ONCE.
- **Employees terminating before or during the Christmas period** may be entitled to public holidays on top of their final leave payouts. It'll depend on their termination date.
- **Employees who become sick when a public holiday falls** are entitled to the public holiday if that's a normal workday for them.
- **Employees who become sick when on annual leave** are entitled to transfer that leave to use their sick leave, if they have any available.

For more information on any of the above please refer to [www.employment.govt.nz](http://www.employment.govt.nz)

## Our Christmas Break

We'll be taking a break over the Christmas period for a bit of sun and family time! Our last day in the office is the 23rd of December 2021 and we'll be back again on

the 10th of January 2022.

For urgent inquiries over that time, please call Rachel on 027 389 7903.

We wish you all the best over the Christmas period and hope you take a break to relax and enjoy the good things life has to offer.

Kind regards,

Rachel and the team